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PF RCCC History

LEARNING RESOURCES CENTER
ROANOKE-CHOWAN COMMUNITY COLLEGE
ROUTE 2, BOX 46-A
AHOSKIE, N. C. 27910

SCHOOL CALENDAR 1973-74

FALL QUARTER

All instructors present for workshops	August 22
Registration	September 4
Student Orientation	September 5
First day of classes	September 6
Last day for late registration	September 13
Last day to withdraw from course without failure	September 20
Mid-quarter reports due	October 15
Last day of classes for quarter	November 21
Thanksgiving holidays	November 22-23

Total Number of Teaching Days — 55

WINTER QUARTER

Registration of classes	November 26
First day of classes for quarter	November 27
Last day for late registration	December 4
Last day to withdraw from course without failure	December 11
Last day before Christmas holidays	December 14
Begin classes after Christmas holidays	January 2
Mid-quarter reports due	January 21
End of winter quarter	February 27
All quarter reports due	March 1

Total Number of Teaching Days — 55

SPRING QUARTER

Registration	March 8
First day of classes	March 11
Last day for late registration	March 15
Last day to withdraw from course without failure	March 25
End classes before Easter holidays	April 11
Begin classes after Easter holidays	April 16
Mid-quarter reports due	April 17
Last day of class in spring quarter	May 24
All quarter reports due	May 27
Graduation for all two-year students	May 26

Total Number of Teaching Days — 55

SUMMER QUARTER

Registration	June 7
First day of classes	June 10
Last day for late registration	June 17
Last day to withdraw from course without failure	June 24
Holiday — Independence Day	July 4
Mid-quarter reports due	July 17
Last day of classes in summer quarter	August 23
All quarter reports due	August 26
Graduation for 4-quarter classes	August 25

Total Number of Teaching Days — 55

BOARD OF TRUSTEES

R. H. Jernigan, Jr., Chairman
George Gibbs, Vice-Chairman

Appointment by Commissioners of Hertford County

	Expiration of Term
Hunter Sharp, Jr.	June 30, 1979
C. Harold Moore	June 30, 1977
H. C. Freeland	June 30, 1975
Charles Revelle, Jr.	June 30, 1973

Appointment by The Hertford County Board of Education

Senator J. J. Harrington	June 30, 1979
J. L. Faulcon	June 30, 1977
George Gibbs	June 30, 1975
Shirley S. Pierce	June 30, 1973

Appointment by the Governor

R. H. Jernigan, Jr.	June 30, 1979
W. Hayes Godwin	June 30, 1977
Reverend A. M. Williams	June 30, 1975
Mrs. Julian W. Porter	June 30, 1973

The Board of Trustees functions pursuant to the Statutes of North Carolina and the United States, and administrative policies and regulations adopted by the State Board of Education and the Department of Community Colleges.

Roanoke-Chowan Technical Institute
Is An Equal Opportunity Employer.

ADMINISTRATIVE PERSONNEL

J. W. Young	President
J. W. Sawyer	Dean of Internal Affairs
S. Dillon Hedspeth	Acting Director, Department of Student Development Services
Julian P. Freeman	Director, Continuing Education
William H. Harrell	Director, Special Programs Evening Director
David C. Joyner	Registrar-Admissions Officer
Don G. Daniels	Business Manager
Robert E. Sessoms	Counselor
Mrs. Anne H. Tucker	Financial Aid Officer
James E. Weibley	Faculty Chairman and Acting Director of Instruction
Mrs. Elizabeth S. Bowser	Librarian
Mrs. Virginia Jones	Learning Lab Coordinator
Mrs. Shirley B. Smith	Assistant Learning Lab Coordinator
Mrs. Linda Jenkins	Assistant Learning Lab Coordinator
Mrs. Frances Baker	Bookkeeper
Miss Julia Outland	Clerk
Mrs. Carol H. Godwin	Secretary
Mrs. Jean F. Parker	Secretary
Miss Symera C. Gatling	Secretary
Miss Gloria Winborne	Secretary
Mrs. Mary B. Taylor	Secretary
Mrs. Julie R. Hill	Secretary
Chester W. Rogerson	Maintenance Supervisor and Property Officer
Thurman Taylor	Custodian
John Holley	Custodian
Mrs. Armetha Barnes	Custodian

FACULTY

Joseph Barrett	Automotive Mechanics Department
John H. Bowen	Mechanical Drafting (Odom)
Mrs. Ruth B. Branch	Cosmetology Department
J. W. Britt	Cabinet Making (Odom)

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Kenneth R. Bryant	Food Preparation (Odom)
Miss Patsy A. Cherry	Business Department
Francis L. Cordrey	Welding-Industrial Maintenance
Miss Johnna Everett	Education Development Officer
Bill Fox	Business Department
O. Chris Freeman	Automotive Mechanics Department
Mrs. Bettie B. Hall	Business Department
J. Tom Hedspeth	Photographer-Instrumentation
S. D. Hedspeth	Electrical Installation (Odom)
John D. Horton	Business Department
Alan Johnston	Related Subjects (Odom)
Harry Keene	Automotive Mechanics Department
Fred L. Kistler, Jr.	Electronic Servicing
Mrs. Julia T. Lilley	Cosmetology Department
Glynn C. McFadden	Architectural Technology Department
Miss Cheryl Martin	Reading Specialist
Mrs. Carolyn B. Mitchell	English Department
Harold E. Mitchell	Science Department
Mrs. Frances Parker	Practical Nurse Education
Mrs. Dorothy M. Powell	English Department
Mrs. Carolyn F. Soomsawasdi	Practical Nurse Education
Miss Carolyn E. Tyson	Business Department
W. H. Vickers	Instrument Technology Department
	Math Department
Larkin Walker	Electronic Servicing
Dedrick White	Light Construction

MDC STAFF

Thomas C. Culbreth	Instructor
Mrs. Diane Kimbrough	Instructor
Miss Mary Parker	Secretary

HISTORY
ROANOKE-CHOWAN TECHNICAL INSTITUTE

Beginning in 1960, Mr. R. P. Martin, Superintendent of Hertford County Schools, and the Hertford County Board of Education began work on this Institution. In 1963 and 1965 requests were made through the State Board of Education and the General Assembly for appropriations necessary to establish an institution in this area. In 1967, under the capable leadership of our Representative, Roberts H. Jernigan, Jr., with the strong support of our Senator, J. J. "Monk" Harrington, and Representative Emmett Burden, the General Assembly appropriated the necessary funds to establish an extension unit of the Department of Community Collegs in Hertford County. The name of this unit was to be Roanoke-Chowan Technical Institute.

The Hertford County Board of Education signed an agreement with the State Board of Education which was, in effect, a contract for this Institution. A Board of Trustees was jointly appointed by the Hertford County Board of Education and the Board of Commissioners. This Institution was established to serve the people of the Roanoke-Chowan area, including the Counties of Bertie, Gates, Hertford and Northampton.

On August 22, 1967, J. W. (Jack) Young, former teacher and principal in the Hertford County System, was elected President of the Roanoke-Chowan Technical Institute.

In August, 1967, the County Board of Education purchased a site for this Institution. The site is located in the center of Hertford County, and what approximates the center of the Roanoke-Chowan section in the State of North Carolina. This site, consisting of approximately thirty-nine acres, is situated near the Village of Union, and was formerly used as a State Correctional Institution. Located on this site was one brick structure used for security purposes and five other auxiliary buildings of wooden frame structure. The land outside the prison compound was used for farm purposes to supply the inmates produce raised on the farm.

In September, 1967, work was begun to renovate and convert the buildings located on the site for school use. Necessary offices were provided and the President, and a small staff, began work.

Occupational surveys were made of the Roanoke-Chowan area, curriculum committees were appointed, and extension classes were started in the Fall of 1967.

The renovation of buildings continued and the necessary equipment and supplies were requisitioned to equip the school for a curriculum and courses necessary to train the people of this Roanoke-Chowan section in occupational education. Almost immediately interest was generated by the people of the Roanoke-Chowan area regarding the type of Institution and type of program it was offering, and could offer, in the future. Off-campus classes in store buildings, public school buildings, community centers, and churches were started and from the outset it flourished.

Roanoke-Chowan Technical Institute has enjoyed the support of all segments of the community. This community, consisting of approximately 82,000 people within a distance of 25 miles of the Institute, encompasses the whole of Hertford County, and four fifths of the land area of the adjacent counties of Bertie, Northampton and Gates.

July 1, 1971, Roanoke Chowan Technical Institute became a fully chartered State Institution. The Board of Trustees was increased to twelve members to operate as a corporate controlling body.

In July of 1972 this Institution began Phase I of facility and campus development. The necessary funds were procured in the amount of $1,500,000 from federal, state and local sources. Two buildings have been designed and approximately one third of the campus is designated to be developed. Construction on this project should begin in the near future.

STATEMENT OF PHILOSOPHY

We, at Roanoke-Chowan Technical Institute, believe that democracy is dependent upon an educational system capable of developing, to the fullest extent, the talents of its citizens. Therefore, the Institute should be flexible in its offerings and services and adaptable to the changing needs and demands of the public and times.

As a member of the North Carolina Community College system, Roanoke-Chowan Technical Institute upholds the philosophy of total education and the "open door" policy as adopted by this system. Within its available resources, this Institute will serve the people of its area, within the legal age limit, from the high school drop-out to the retired person, by providing:

....A core of general education courses and activities that will broaden and deepen the student's cultural heritage and enhance his awareness of his responsibility as a citizen of his community, state, nation, and world. These courses and activities also provide paths of exploration and opportunity for part-time students who have already developed vocational, technical, or professional competency.

....Training programs for students now employed or who are contemplating employment in vocational or technical areas upon completion of their work at Roanoke-Chowan Technical Institute.

....Continuing Education programs based on regional interests and needs.

....Advisement, counseling, guidance, and placement programs to better serve students.

It is the intent of Roanoke-Chowan Technical Institute to offer help to every student who seeks it, provided that the student can benefit from what is offered, and provided that the student is willing to try.

SPECIFIC OBJECTIVES FOR VOCATIONAL & TECHNICAL EDUCATION

Vocational

1. To provide training in the development of entry-level skills needed by the labor market.

2. To provide supplementary training for employed adults which will reinforce existing skills and to provide training in the development of new skills.

Technical

1. To provide training for and the development of entry-level, specialized skills and knowledge required by the various technical fields.

OBJECTIVES FOR GENERAL & CONTINUING EDUCATION

1. To determine the need and provide expanded educational opportunities for young people and adults who wish to continue their education.

2. To provide educational opportunities in a location accessible to area residents.

3. To provide programs of vocational education for employed adults who need pre-training, in-training, or for those who can otherwise profit from the program.

4. To provide the general education necessary to supplement and undergird the technical and vocational programs.

5. To offer programs based on regional interests and needs.

GENERAL INFORMATION

PROGRAMS OF STUDY

Roanoke-Chowan Technical Institute offers the following programs of study:

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

Architectural Drafting Technology
Business Administration
Executive Secretarial
General Office Technology
Instrumentation Technology

DIPLOMA

Auto Mechanics
Cosmetology
Electronic Servicing
Industrial Maintenance Mechanic
Light Construction
Welding

SPECIAL COURSES AT ODOM CORRECTIONAL INSTITUTE

Food Preparation
Carpentry and Cabinet Making
Mechanical Drafting
Electrical Installation and Maintenance

CERTIFICATE

Nurse Assistant
Welding

ADULT EDUCATION AND EXTENSION PROGRAMS

Adult Basic Education (Grades 1-12)
Learning Laboratory
Developmental Studies
Cultural, Creative, and General Interests Courses
Training Services to Business and Industry
Supervisory Development Training
Fire Service Training
New Industry Training

Admission Information

STATEMENT OF POLICY

Roanoke-Chowan Technical Institute, as a member of the North Carolina Community Colleges and Technical Institutes, adheres to an "open door" policy of admissions. In order to successfully implement an open door" policy, RCTI utilizes guidance services and an admissions committee. It is the intent of RCTI to offer to every student who seeks it, provided that the student can benefit from what is offered, and provided that the student is willing to try. The guidance services assist the student in making sound educational choices and in assuring reasonable potential of success in a particular curriculum program.

ADMISSIONS PROCEDURES

1. Application

   The applicant must submit an application for admission to Roanoke-Chowan Technical Institute. The personal data section and medical checklist section of the application have to be completed as early as possible prior to entering school. Applicants for Cosmetology and Nursing must complete a health certificate signed by a physician as part of the application process. Early applications may permit entry into programs where enrollment is limited.

2. Transcripts

   A. Students should request his or her high school to forward a transcript to RCTI. A supplementary transcript of the final semester's work should be submitted by the school after high school graduation. Applicants with a high school equivalency certificate or a diploma should submit a copy of the certificate or diploma in lieu of a transcript.

B. Students transferring from other post-secondary education institutions should request transcripts of all work completed to be submitted to RCTI. Transfer students should request an appointment with the Registrar to determine and grant transfer credit.

3. Pre-Admission Counseling

Students planning to enroll at RCTI are urged to schedule an appointment with a member of the counseling staff prior to entering school. This Pre-admission counseling covers academic and occupational objectives, personal-social information and a general overview of the student's record.

4. Initial Placement Test

RCTI requires each student to take a battery of tests prior to or during the first week of school to determine placement and counseling. Available to the students, are achievement, aptitude and interest tests. The LPN program requires pre-admission tests for entrance. The Admission Officer may waiver the battery of tests upon evidence of satisfactory scores on other standardized tests or educational achievement.

5. Re-Admission Procedure

Students applying for re-admission to RCTI must follow the following procedure. If the termination was voluntary, the student must submit a re-admission form to the admissions officer. In the case of involuntary termination, the student must submit a re-admission form to the admission officer and be re-admitted on the recommendation of the Admissions Committee.

6. Specific Requirements for Admission to Vocational Programs

   A. Students must be 18 years or older and must be able to benefit from the available curriculum programs.

   B. Students 16 to 18 years of age may be admitted to RCTI providing a letter of release is obtained from the public school system.

7. Specific Requirements for Admission to Technical Programs

   A. Students must be high school graduate or have a high school equivalency certificate or diploma.

   B. Students must be able to benefit from the available curriculum programs.

8. Admission to the High School Equivalency Program and Admission for Special Students

   A. The applicant must meet the specific requirements for admission to vocational programs.

9. Admission to Continuing Education Programs

   A. Requirements for Extension and ABE programs are determined on the basis of each class that is offered.

   B. Any adult, 18 years of age or older who is not enrolled in public school, is eligible to enroll.

10. Provisional Admissions

   A. Students may be enrolled on a provisional basis until all admission requirements are met. If admission requirements are not completed within a reasonable time, students will be suspended from classes until all requirements are met. However, a student may be continued at the discretion of the Admissions Committee.

Roanoke-Chowan Technical Institute maintains the right to refuse admittance to students if the Admissions Committee has evidence to believe that the student may disrupt the educational process at the institute. The school also reserves the right to recommend placement in programs other than the first choice of the applicant. RCTI may require a developmental program or developmental courses prior to entrance in a specific program. (Developmental courses are designed to develop basic skills in Reading, Math, English and other needed areas. For these courses students do not receive credit toward graduation.)

FINANCIAL INFORMATION

Roanoke-Chowan Technical Institute operates on the quarter system. Each quarter is eleven weeks in length. Students pursuing a program of study are required to register and pay all fees at the beginning of each quarter. Every effort is made to keep the student's expense at a minimum. Tuition cost is set by the State Board of Education and is subject to change.

TUITION

Tuition for full-time students in Technical or Vocational Programs is $32.00 per quarter. Students taking less than 12 quarter hours credit pay $2.50 per quarter hour credit.

Tuition for students whose legal residency is out of the state of North Carolina will be $137.50 per quarter or for part-time students $11.45 per quarter hour credit.

GRADUATION FEE

A graduation fee of $10.00 will be charged to students one quarter prior to graduation. Students must complete an application for graduation and pay the fee during registration prior to graduation.

STUDENT ACTIVITY FEE

Full time students (12 or more quarter hours) will be charged an activity fee of $5.00 per quarter. Students taking less than 12 quarter hours will have an optional $5.00 activity fee. Those students failing to pay the $5.00 activity will not be allowed to participate in S. G. A. sponsored activities.

INSURANCE

Student insurance is available at the cost of $3.00 per year. This coverage is for students while at the school and in route to and from school.

ACCIDENTS AND REPORTS

Any student injured at school, or in traveling directly to or from school, must immediately report the accident to the Student Personnel Office. At such time, the student should request an insurance form if he-she has purchased the scholastic insurance. The institute will not approve payment by the insurance company unless the accident has been reported.

REFUND POLICY

1. Tuition refund to a student shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student with-draws within ten calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuition of five ($5.00) dollars or less, except if a course or curriculum fails to materialize, tuitions of all students enrolled for such shall be refunded.

2. In order to comply with federal regulations in institutions not regionally accredited, the State Board of Education has authorized modification of the tuition refund policy so that veterans or war orphans receiving benefits under U. S. Code Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition not used up at the time of withdrawal of such students.

3. Where a student, having paid the required tuition for a quarter, withdraws from the institution before the end of the quarter and the reasons for the withdrawal are found excusable by the institution's administration, the student may be allowed credit for unrefunded tuition if he applies for readmission during any of the next four calendar quarters and petitions in writing to be allowed such credit.

4. Where a student, having paid the required tuition and fees for a quarter, dies during that quarter, (prior to or on the last day of examinations of the institution he was attending), all tuition and fees for that quarter may be refunded to the estate of the deceased.

FINANCIAL AID

Roanoke-Chowan Technical Institute makes every effort to encourage students with seriousness of purpose to further their education. Financial assistance will be available to full-time students in the form of scholarships, loans, and

and part-time employment. Information may be received from the Office of Admissions. The following area of financial aid are available.

I. College Work-Study Program

Students, particularly those from low-income families, who need a job to help pay for school expenses are potentially eligible from employment by Roanoke-Chowan Technical Institute under federal and state supported Work-Study Programs.

Student Eligibility Criteria

Under the law, a student may be selected for employment under the College Work-Study Program only if he meets all of the requirements listed below. He must be

1. in need of the earnings from such employment in order to pursue a course of study at the institution;

2. capable, in the opinion of the institution, of maintaining good standing in such course of study while employed under the program;

3. Accepted for enrollment as a full-time student at the institution, or in good standing and in full-time attendance there as an undergraduate, graduate, or professional student; and

4. a national of the United States, or in the United States for other than a temporary purpose with the intention of becoming a permanent resident thereof, or be a permanent resident of the Trust Territory of the Pacific Islands.

II. Educational Opportunity Grants

The purpose of the program is to provide Educational Opportunity Grants (EOG) to students of exceptional financial need, who for lack of financial means of their own or of their families, would be unable to enter or remain in institutions of higher education without

such assistance. Grants are made available to eligible students through institutions participating in the program in amounts of $200.00 to $800.00.

A matching amount of financial aid provided the student must be at least equal to or greater than the EOG. The matching amount may be a loan on work study as determined by the institute.

Criteria for Institutional Eligibility - one who

1. is a citizen of the United States, or is in the United States for other than a temporary purpose and intends to become a permanent resident thereof.

2. has been accepted for enrollment as a full-time undergraduate student, or is in good standing and in full-time attendance as an undergraduate student;

3. shows evidence of academic or creative promise and capability of maintaining good standing in his course of study;

4. is of exceptional financial need;

5. would not be financially able to attend the institution without an EOG.

III. National Direct Student Loan

High school graduates who have been accepted for enrollment by Roanoke-Chowan Technical Institute and who need financial help for educational expenses are eligible for student loans.

A student may borrow up to $1,000.00 each academic year. The repayment period and the interest do not begin until 9 months after the student ends his studies. The loans bear interest at the rate of 3 per cent per year, and repayment of the principal may be extended over a 10-year period, except that the institution may require a repayment of no less than $20.00 per month.

R-C Tech approves and makes the loans and is responsible for collections. Repayments may be deferred up to a total of 3 years while a borrower is serving in the Armed Forces, with the Peace Corps, or as a Volunteer in Service to America (VISTA). Repayment is deferred for as long as a borrower is enrolled at an institution of higher education and is carrying at least a half-time work load.

IV. College Foundation Loan

Through the College Foundation, Incorporated, a student who has been approved for admission may borrow up to $1,500 per year as provided by the Higher Education Act of 1965,Section IV-B. The Financial Aid Officer gives institution approval and the College Foundation gives final approval and awards the loan through the Institute's Business Office. Application must be made prior to July of the school year.

Repayment shall begin nine months after the student ceases to carry a full-time work load. Extension of repayment may not exceed three years during which time the borrower is a member of the Armed Forces, or the Peace Corps, although interest shall accrue and be paid. The borrower may accelerate repayment without penalty. The minimum repayment shall be $360 per year payable on a monthly basis.

V. Basic Educational Opportunity Grants

Basic Educational Opportunity Grants is a new financial aid program for a student who is beginning his post secondary education after July 1, 1973. Every student who applies for a determination of expected family contribution can be certain that this family contribution is being calculated on a formula consistent to all applicants.

Forms for completion and mailing to a contractural agency are available in high schools, technical institutes or post offices.

VI. Veterans' Administration

On March 3, 1966, the President approved a law passed by Congress to provide educational assistance for veterans who served on active duty with the armed forces after January 31, 1955. This law, the Veterans' Readjustment Benefits Act of 1966, can help you obtain education or training to fit yourself for a chosen career or better employment. If you qualify, payments may be made for periods on and after June 1, 1966. All programs offered by Roanoke-Chowan Tech are approved by the Veterans' Administration.

Assistance Payments

Number of Dependents and Monthly Rates

Student Status	None	One	Two	Each Add.
Full-time	$220	$261	$298	$18
3/4	165	196	224	14
1/2	110	131	149	9

Benefits are available for both children of deceased or disabled veterans and wives or widows of deceased or disabled veterans.

VII. Manpower Development Training Act

MDTA accepts students that qualify under local Employment Security Commission regulations. MDTA pays to Roanoke Chowan Technical Institute those charges actually incurred by the student including tuition, books, supplies, fees and other charges which are required of all other students in the program. These charges are reimbursed quarterly upon receipt of a regular MDTA reimbursement request from the institution.

VIII. Social Security

The Social Security law provides monthly benefits to children when a parent on whom they were dependent dies or starts receiving social security, retirement, or disability benefits. The payments can be made until age 22, provided the child is a full-time student in an educational institution.

IX. Vocational and Technical Education Student Loan Fund

The purpose of the Fund is to provide for financial assistance to those students, enrolled full-time, in vocational and technical educational programs in North Carolina Technical Institutes for Community Colleges. Each candidate for a loan must

1. be a resident of North Carolina, and is, or expects to be a full-time student of the approved Institution;

2. declare that he is in need of financial aid to continue his studies as evidenced by information on furnished forms;

3. apply on forms provided by the State Department of Community Colleges at the appropriate time;

4. be approved by the Institution Student Loan Committee;

5. use the proceeds of the loan only for the payment of tuition.

All student loans shall be evidenced by said notes, approved and payable to the Institution granting the loan, which shall bear interest at the rate of 3½ per cent per annum. Repayment of such principal together with accrued interest thereon, shall be made over a maximum five-year repayment period, commencing one year after the maker of the note ceases to be a full-time student in an institution.

X. Vocational Rehabilitation

This service is provided by North Carolina with federal aid, to assist handicapped persons obtain necessary training to become gainfully employed. Individuals with tuberculosis, arthritis, deformities, amputations, heart disease, mental retardation, deafness, emotional illness, paralysis, blindness, and many other handicaps can be served. Vocational rehabilitation provides for all educational expenses (tuition, fees, books) for the individual during their training.

XI. College Work-Study - State

This program is similar to the federal college work-study explained on page 3. Special applications can be found in the Financial Aid Office.

XII. David B. Hendrix Scholarship

This scholarship is sponsored by the Stylistics Civic Club and will consist of tuition, books, and fees, proportionate to the student's needs until graduation. Scholarships will be awarded on the basis of good records of academic achievement and citizenship. One scholarship will be awarded each year to an incoming freshman with expenses paid by the quarter until graduation.

XIII. Tobacco Invitational Loan

This scholarship is sponsored by friends of the late David B. Hendrix, deceased basketball coach and counselor at R-C Tech. A holiday tournament is sponsored each year in December with proceeds donated to this fund.

STUDENT PERSONNEL SERVICES

Guidance And Counseling

Guidance and counseling are an integral part of the tot educational program at Roanoke Chowan Technical Institute.

Trained counselors are available to assist students with academic, occupational and personal-social problems. Counseling is available to every student from pre-admission through graduation.

To assist students in their academic programs, R-C Tech has established an advisor plan where every student is assigned a faculty advisor. The advisor helps plan the students' academic program, keeps a record of his progress; and is available for additional counseling.

Testing

Placement Test Battery

As part of the admissions program, Roanoke Chowan Tech administers a battery of placement test to all students. These tests are not entrance exams and will not be used to prohibit admission to any student. The purpose of the placement tests is to provide additional information to assist in planning the students' educational program.

Student Orientation

Roanoke Chowan Tech offers a continuous orientation program, starting on the first calendar school day of each quarter. All new students are expected to participate in the orientation program. The objectives of the program at R-C Tech are:

1. To assist students in the articulation from one educational program to another.

2. To acquaint students with the facilities, services, activities, policies and organizations.

3. To encourage and assist students to take advantage of the opportunities offered by the school.

4. To offer continuous assistance to the students, as part of the counseling program.

Placement

Roanoke-Chowan Technical Institute does not guarantee job placement to graduates, but the school will assist in placing graduates in jobs whenever possible. Contact is maintained with business and industrial firms in the area in order to locate employment opportunities for graduates of programs offered at the Institute. Students desiring assistance with placement must notify the Office of Student Developmental Services at the beginning of their last quarter in school.

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Freedom

The rights of students as citizens are acknowledged and reaffirmed. Student rights include the privilege of education - the freedom to hear, to study, to write, and to exercise the rights of citizenship.

Student Conduct

Roanoke-Chowan Technical Institute expects all students to conduct themselves with honor and to maintain high standards of responsible citizenship. The campus and institute facilities are not places of refuge or sanctuary. Students, as all citizens, are subject to civil authority on as well as off the campus.

The Institute has the right to revoke all scholarships and grants of funds for the assistance of students who are convicted, enter a plea of guilty or nolo contendere to a charge of riot, incite a riot, trespass, or seize the buildings or facilities on the campus.

STATE LAW PROHIBITS THE USE OF ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY.

1. Each student is held responsible for information published through notices and announcements placed on bulletin boards.

2. Students who negligently lose, damage, destroy, sell or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.

3. Under no condition will alcoholic beverages or narcotics be permitted in or on the school property. No one under the influence of alcohol or narcotics will be allowed on school premises. Any violation of this regulation will result in expulsion from the Institute on the first offense.

4. Students who engage in such acts as stealing, gambling, profane language, personal combat, or possession of firearms and dangerous weapons are liable to disciplinary action.

5. Smoking is prohibited in all classrooms, laboratories and shops unless otherwise permitted by individual instructor.

6. Students are expected to make use of the disposal containers in the halls, shops, and classrooms when discarding materials.

7. Due to the number of danger areas in the Institute, students are asked not to bring children to class with them.

8. Students must remember that when entering and leaving the school parking areas they must always proceed with caution.

9. Drinking of soft drinks, milkshakes, and coffee, as well as eating of food, is allowed only in designated areas. Drinks and food should be kept within the limits of the student lounge or out-of-doors. Cups should not be carried to the classroom at any time.

First Aid

The administrative Building of the Institute maintains an adequately supplied first-aid kit for the sue of the faculty and students. When first aid is needed, contact Student Developmental Services.

Student Discipline

The president and other administrative officials are authorized to dismiss, suspend, or expel immediately any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the Institute. Students counseling, encouraging, instigating, or inciting others to impair, impede, or disrupt the educational and other lawful operations of the Institute also shall be subject to immediate suspension, dismissal, or expulsion.

Student Appeal

When a student of the institute is dismissed, suspended, or expelled, the student is entitled to procedural due process. Upon written notice of appeal by the student, a written copy of charges shall be delivered to the student and he shall have the right to confrontation, the right of cross examination of witnesses, the right to present evidence, and the right to be represented by counsel of his choice.

The board of original jurisdiction before which the appeal shall be heard will be the Faculty Executive Committee plus three students appointed by the President of the Student Government Association. An appeal hearing must be scheduled within five days of the written request for such appeal if the student request a hearing. The decision of the hearing committee should be final, subject only to the student's right of appeal to the president of the institute or ultimately to the government board of the institute.

Graduation Requirements

Roanoke-Chowan Technical Institute confers the Associate in Applied Science Degree upon students who satisfactorily complete a two-year technical education program. The Diploma is awarded to students who satisfactorily complete two years or less in a vocational program. Certificates may be awarded upon completion of selected programs of less than one year in length or whose content falls short of the full curriculum.

Residence Requirements

The Student must attend R-C Tech a minimum of two (2) quarters to be eligible for a degree or diploma (with proper transfer credits applied).

Grading

H - Honors Grade	Completed all objectives with a written evaluation and performance level average of 90% or better on first attempt.
P -	Completed all objectives with a performance level average of 85*.
I -	Failed to complete all objectives within time limit of quarter. Will have one additional quarter to remove the I.
WP -	Withdrew from course doing satisfactory work at time of withdrawal.
WF -	Withdrew from course doing unsatisfactory work at time of withdrawal.

*ANY TEST TAKEN A SECOND TIME CAN EARN ONLY A GRADE OF 85.

Classification of Students

At the end of each quarter the Student Developmental Services Department will classify each student according to the following categories:

Honor Roll - Students who are in "good standing" and who make a grade of H on all courses taken.

Dean's List - Students who are in "good standing" and who make a grade of P on all courses taken on the first attempt.

Student in "Good Standing" - Student must have a grade of P on 60% of courses taken, must not be under disciplinary action from any instructor or the Student Developmental Services Department, and must not be in arrears in his financial obligations to the school.

Student on "Probation" - A student who has a grade of I on 50% of courses taken, or who is under disciplinary action from any instructor or the Student Developmental Services Department, or who is in arrears in his financial obligations to the school. The student will have one quarter to remove his probationary status.

Student "Not in Good Standing" - A student who has I's on more than 50% of courses taken, or who has failed to remove his probationary status within the time limitations. This student may be asked to withdraw from classes or from school.

STUDENT ACTIVITIES

Student Government Association

The Student Government Association is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. The student council provides a means through which students can promote interest in student activities both on and off campus.

GENERAL INFORMATION AND REGULATIONS

Withdrawal

Students desiring to withdraw from the institute or from a particular course for any reason must contact the Office of Student Developmental Services to obtain the proper forms and procedures for official withdrawal.

Accreditation

The Roanoke-Chowan Technical Institute operates as a unit of the Department of Community Colleges and Technical Institutes of North Carolina and is accredited by the North Carolina State Board of Education. The institute is a candidate for accreditation with the Southern Association of Colleges and Universities.

Administrative Office Hours

The offices are normally open Monday through Friday from 8:00 a.m. to 5 p.m. Special appointments may be made at hours other than those listed upon request. In addition, a night supervisor is on duty Monday through Thursday until 10:00 p.m.

Changes in Regulations

The institute reserves the right to make changes in the regulations, courses, fees and other matters of policy as it deems necessary.

Attendance Policy

The decision regarding class attendance and/or attitude problems shall be left to the discretion of each instructor. When the instructor considers a student's attendance and/or attitude a problem, he shall inform a counselor who will discuss the situation with the teacher and student. After counselor discusses this problem with both parties, the student reports back to class. The second time an instructor considers a student's attendance and or/attitude a problem he shall refer the student to the Director of Student Developmental Services for final action. The director shall then inform the instructor of his action.

Intramural Sports

The purpose of this program is to provide all students at Roanoke-Chowan Technical Institute an opportunity for wholesome recreation through participation in a variety of selected and properly supervised activities.

Intercollegiate Athletics

Roanoke-Chowan Tech is now participating in the Eastern Community College Basketball Conference.

Food Service

A short order food service is available on campus in the student lounge. Hamburgers, Hot Dogs, French Fries, etc., are prepared daily during lunch hours. Drinks, candy, chips, etc. are also available in the lounge.

Bookstore

The Bookstore will be open from 8:15 till 5 p.m. the first week of the quarter. After the first week, bookstore hours will be posted. Jackets, sweat shirts, tee shirts and many other supplies are available in addition to all required textbooks.

Parking

There are three student parking lots which are shown on the campus map in the back of the handbook. It is necessary that all student vehicles be parked in these three parking lots to avoid unnecessary congestion on campus.

Identification Cards

Student identification cards are issued on Registration Day after the student is officially registered, and upon payment of student activity fee. This card will admit students to social cultural, and educational events sponsered by the school.

Ring Sale

A ring sale is held during the fall and spring quarters of each year, at which time Roanoke-Chowan Tech students which have completed 50% of graduation requirements may purchase a college ring.

THE TECHNICAL DIVISION

THE TECHNICAL DIVISION

Technical Education has recently assumed new importance in North Carolina and throughout the United States. Acute shortages of trained manpower have developed in many areas despite a surplus of persons who seemingly possess ability and interest in preparing themselves for technical occupations if appropriate opportunities were available.

Broadly defined, technical occupations are those which usually require a high degree of specialized knowledge, a broad understanding of operational procedures, and the ability to supervise the work of others. Roanoke-Chowan Technical Institute prepares students for a number of the basic positions in a particular field, and not for one specific job.

Technical programs of study are designed to prepare students to earn a living as technical personnel in business, industry, the health occupations, or as owner-operators of their own establishments. This design recognizes that general education subjects take on occupational significance in community living, and that the technical subjects provide the freedom of action resulting from occupational competency.

Technical programs are not intended for transfer to a four-year college or university. The ultimate objective is employment and further growth through occupational experience. The Associate in Applied Science Degree is conferred to those students successfully completing a technical education program

PROGRAMS OF STUDY

The Associate in Applied Science Degree is awarded upon completion of one of the following programs:

Business Administration
Executive Secretarial
General Office Technology
Architectural Drafting Technology
Instrumentation Technology

BUSINESS ADMINISTRATION

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in the State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies.

1. Understanding of the principles of organization and management in business operations.

2. Understanding our economy through study and analysis of the role of production and marketing.

3. Knowledge in specific elements of accounting, finance, and business law.

4. Understanding and skill in effective communication for business.

5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculation, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in business such as advertising; banking; credit; finance; retailing; wholesaling; hotel, tourist and travel industry; insurance; transportation; and communication.

BUSINESS ADMINISTRATION

Suggested Sequence of Courses by Quarter

Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER			
T-ENG 101 Grammar	3	0	3
T-BUS 102 Typewriting (or Elective)	2	3	3
T-MAT 110 Business Mathematics	5	0	5
T-BUS 101 Introduction to Business	5	0	5
T-BUS 120 Accounting	5	2	6
	20	5	22
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
T-BUS 121 Accounting	5	2	6
T-BUS 115 Business Law I	3	0	3
T-BUS 110 Office Machines	2	2	3
T-BUS 103 Typewriting	2	3	3
	15	7	18
THIRD QUARTER			
T-ENG 204 Oral Communications	3	0	3
T-BUS 232 Sales Development	3	0	3
T-BUS 123 Business Finance	3	0	3
T-BUS 122 Accounting	5	2	6
T-BUS 116 Business Law II	3	0	3
	17	2	18
FOURTH QUARTER			
T-ENG 103 Report Writing	3	0	3
T-BUS 124 Business Finance	3	0	3
T-EDP 104 Intro. to Data Processing	3	2	4
T-ECO 102 Economics	3	0	3
T-BUS 226S Payroll Accounting	5	0	5
	17	2	18

BUSINESS ADMINISTRATION

Suggested Sequence of Courses by Quarter

Course Title		Hours Per Week Class	Lab	Quarter Hours Credit
FIFTH QUARTER				
T-ENG 206	Business Communications	3	0	3
T-BUS 227S	Payroll Accounting (Elective)	(5)	(0)	(5)
T-BUS 235	Business Management	3	0	3
T-BUS 228	Marketing	5	0	5
T-ECO 104	Economics	3	0	3
T-PSY 102	Psychology in Business	3	0	3
		17	0	17
SIXTH QUARTER				
T-SSC 201	Government	3	0	3
T-BUS 229	Taxes	3	2	4
T-BUS 272	Principles of Supervision	3	0	3
T-BUS 271	Office Management	3	0	3
T-BUS 243	Advertising	3	2	4
		15	4	17
	TOTAL QUARTER HOURS	101	20	110

EXECUTIVE SECRETARIAL

The demand for better qualified secretaries in our over-expanding business world is becoming more acute. The purpose of this curriculum is to outline a training program that will provide training in the accepted procedures required by the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personal development.

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in business such as insurance companies, banks, marketing institutions, and financial firms.

EXECUTIVE SECRETARIAL

Suggested Sequence of Courses by Quarters

Course Title		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER				
T-BUS 102	Typewriting (or Elective)	2	3	3
T-BUS 101	Introduction to Business	5	0	5
T-ENG 101	Grammar	3	0	3
T-MAT 110	Business Math	5	0	5
T-BUS 106	Shorthand (or Elective)	3	2	4
		18	5	20
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-BUS 103	Typewriting (or Elective)	2	3	3
T-BUS 107	Shorthand	3	2	4
T-BUS 102	Accounting	5	2	6
T-BUS 110	Office Machines	2	2	3
		16	7	19
THIRD QUARTER				
T-ENG 204	Oral Communications	3	0	3
T-BUS 104	Typewriting	2	3	3
T-BUS 108	Shorthand	3	2	4
T-BUS 121	Accounting	5	2	6
T-BUS 112	Filing	3	0	3
		16	7	19
FOURTH QUARTER				
T-BUS 206E	Dictation and Transcription	3	2	4
T-ENG 103	Report Writing	3	0	3
T-BUS 205	Advanced Typewriting	2	3	3
T-BUS 211	Office Machines	2	2	3
T-EDP 104	Introduction to Data Processing	3	2	4
		13	9	17

EXECUTIVE SECRETARIAL

Suggested Sequence of Courses by Quarters

Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
FIFTH QUARTER			
T-BUS 183 Terminology and Vocabulary	2	3	3
T-BUS 207E Dictation and Transcription	3	2	4
T-BUS 214 Secretarial Procedures	3	2	4
T-BUS 115 Business Law (Elective)	(3)	0	(3)
T-BUS 206 Advanced Typewriting	2	3	3
T-BUS 226S Payroll Records & Accounting	2	3	3
	12	13	17
SIXTH QUARTER			
T-BUS 208E Dictation & Transcription-Exec.	3	2	4
T-BUS 134 Personal Development	3	0	3
T-BUS 210E Typing Office Practice	2	3	3
T-BUS 116 Business Law (Elective)	(3)	0	(3)
T-BUS 212 Machine Transcription	2	3	3
T-ENG 206 Business Communications	3	0	3
	13	8	16
Total Quarter Hours	87	51	108

GENERAL OFFICE TECHNOLOGY

INTRODUCTION

Purpose of Curriculum

More people are now employed in clerical occupations than in any other single job category. Automation and increased productions will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Occupations Curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and applied psychology.

Job Description

The graduate of the General Office Occupations curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

GENERAL OFFICE TECHNOLOGY

Suggested Sequence of Courses by Quarter

Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER			
T-ENG 101 Grammar	3	0	3
T-BUS 102 Typewriting (or Elective)	2	3	3
T-MAT 110 Business Mathematics	5	0	5
T-BUS 101 Introduction to Business	5	0	5
T-BUS 232 Sales Development	3	0	3
	18	3	19
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
T-BUS 103 Typewriting (or Elective)	2	3	3
T-BUS 110 Office Machines	2	2	3
T-BUS 115 Business Law I	3	0	3
T-BUS 120 Accounting	5	2	6
	15	7	18
THIRD QUARTER			
T-ENG 204 Oral Communications	3	0	3
T-BUS 104 Typewriting	2	3	3
T-BUS 112 Filing	3	0	3
T-BUS 116 Business Law II	3	0	3
T-BUS 121 Accounting	5	2	6
	16	5	18
FOURTH QUARTER			
T-ENG 103 Report Writing	3	0	3
T-BUS 205 Advanced Typewriting	2	3	3
T-BUS 211 Office Machines	2	2	3
T-ECO 102 Economics (Elective	(3)	(0)	(3)
T-BUS 212 Machine Transcription	1	2	2
T-EDP 104 Intro. to Data Processing	3	2	4
	11	9	15

GENERAL OFFICE TECHNOLOGY

Suggested Sequence of Courses by Quarter

Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
FIFTH QUARTER			
T-BUS 183 Terminology and Vocabulary	2	3	3
T-BUS 210 ~~Office~~ Procedures	3	2	4
T-BUS 206 Advanced Typewriting	2	3	4
T-BUS 226S Payroll Accounting	5	0	5
T-PSY 102 Psychology ~~in Business~~ GENERAL	3	0	3
	15	8	19
SIXTH QUARTER			
T-BUS 271 Office Management	3	0	3
T-BUS 229 Taxes	3	2	4
T-BUS 210E Typing Office Practice	2	3	3
T-BUS 134 Personal Development	3	0	3
T-ENG 206 Business Communications	3	0	3
	14	5	16
TOTAL QUARTER HOURS	89	37	105

INSTRUMENTATION TECHNOLOGY

Today's modern home contains many examples of instrumentation. The temperature controller on the central heating system, the kitchen oven and the hot water tank are types of instruments which do a good job over long periods with very little maintenance.

If a well is used for the water system, then a pressure switch on the pump will control the water pressure. An electric meter measures the amount of electricity used, and where natural gas is available, a gas meter will indicate the amount of gas consumed.

The temperature and pressure controller, and the electric and gas meters mentioned are examples of some of the types of instruments found in both large and small industries as well as in homes.

Industrial instrumentation is different only in that the instruments record and/or control to a much more finite degree.

In this modern world, instead of being a jack of all trades and a master of none, it is imperative to become a specialist. This is just what an instrumentation technician is, a specialist in instrumentation.

The student-instrument technician will study such subjects as electricity, physics, chemistry, mathematics, and electronics--as well as grammar and composition. Also, with these subjects the student will learn to disassemble, assemble and calibrate industrial instruments of many different kinds.

What about a job after graduation? No problem. New industries are locating in North Carolina every year. The Roanoke-Chowan area has many new industries and more are contemplated for the future.

A graduate of RCTI with an Associate in Applied Science Degree in Instrumentation Technology is assured the high wages of a trained specialist. He should be satisfied with nothing less.

INSTRUMENTATION TECHNOLOGY

Suggested Sequence of Courses by Quarter

Course Title		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER				
T-ELC 101	Fundamentals of Electricity	3	5	5
T-DFT 101	Technical Drafting	0	4	2
T-PHY 101	Physics: Properties of Matter	3	2	4
T-MAT 101	Technical Mathematics	5	0	5
T-ENG 101	Grammar	3	0	3
		14	11	19
SECOND QUARTER				
T-MEC 241	Pneumatic Control I	2	3	3
T-ELC 102	Fundamentals of Electricity	2	3	3
T-DFT 102	Technical Drafting	0	2	1
T-PHY 102	Physics: Work, Energy, Power	3	2	4
T-MAT 102	Technical Math	5	0	5
T-ENG 102	Composition	3	0	3
		15	10	19
THIRD QUARTER				
T-MEC 242	Pneumatic Control II	3	9	6
T-PHY 104	Physics: Work, Energy, Power	3	2	4
T-MAT 103	Technical Math	5	0	5
T-ENG 103	Report Writing	3	0	3
		14	11	18
FOURTH QUARTER				
T-MEC 114	Preventing & System Maintenance	5	15	9
T-MEC 101	Shop Theory	2	3	4
		7	18	13

INSTRUMENTATION TECHNOLOGY

Suggested Sequence of Courses by Quarter

Course Title		Hours Per Week Class	Lab	Quarter Hours Credit
FIFTH QUARTER				
T-MEC 243	Pheumatic Control III	3	5	5
T-CHM 111	General Chemistry	2	3	3
T-ELN 101	Electronic Instruments and Mechanics	2	3	3
T-CIV 108	Hydraulics	2	2	3
T-ENG 204	Oral Communications	3	0	3
		12	13	17
SIXTH QUARTER				
T-CHN 112	General Chemistry II	2	3	3
T-ELN 228	Project	1	6	3
T-ELN 105	Control Devices	3	6	5
T-ELN 217	Calibration & Standardization	1	3	2
T-PSY 101	Physchology (Elective)	(3)	(0)	(3)
		7	18	13
SEVENTH QUARTER				
T-ELN 229	Project	4	6	6
T-ELN 226	Control System Analysis	3	7	5
T-CHM 113	General Chemistry III	2	3	3
		9	16	14
	TOTAL QUARTER HOURS	78	97	113

ARCHITECTURAL DRAFTING TECHNOLOGY

INTRODUCTION

Purpose of Curriculum

This curriculum was designed in cooperation with the North Carolina Chapter of the American Institute of Architects. Its explicit purpose is to train architectural draftsmen for the architect's office and the building industry. Through a survey made of AIA member firms in North Carolina, it was determined that a large number of architectural draftsmen are needed to fill existing vacancies. Projections show that this existing need will more than double in the next two years.

This program is designed to provide the individual with knowledge and skills that will lead to employment in the field of architectural drafting and related areas in the construction industry and afford opportunity for advancement in technical knowledge and proficiency. Technical courses are included which will enable the graduate to advance into related areas of work as job experience is obtained. This program represents the education requirements as established by the Architectural Drafting Advisory Committee, which was a panel formed by members of the AIA, consultants, and curriculum lab specialist. The statement of goals and expectations of this committee are as follows below and on the next page.

GOALS: To conduct a training course which would prepare a person with a high school background to develop, by further study and experience, the ability necessary to communicate the architect's designs to the builder.

We anticipate that graduates of the proposed curriculum would be prepared to enter an architect's office as "technicians" with the ability to turn the architect's designs into working drawings for the building industry. Graduates

should be competent draftsmen well informed on the building industry in general, the operation of architects' offices, and should have a knowledge of materials and techniques of construction. Their training should include an appreciation of the mechanical, electrical, and structural aspects of buildings. Basic training in oral and written communication will give graduates a background for developing their potential in broader aspects of architectural practice, such as specification writing and supervision of construction.

We do not expect or desire that graduates be designers or artists but competent "technicians" filling an important position in the field of architectural practice. We recognize that all graduates will not work for architects. The curriculum is broad enough to enable graduates to work in related fields of construction. Their advancement to position of responsibility would be dependent only on their own aspirations and willingness to study and work. Their education would just begin with this curriculum.

Job Description

Architectural drafting technicians are concerned with turning the architect's design sketches into complete and accurate working plans and detail drawings for construction purposes. He may prepare floor plans, elevation drawings, construction details, mechanical equipment layouts; door, window and room schedules, and site plans. The drafting technician may be involved in work in areas such as engineering, building construction, specification writing, construction models, or architectural rendering. The opportunity for employment is very good.

ARCHITECTURAL DRAFTING TECHNOLOGY

Suggested Sequence of Courses by Quarter

Course Title		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER				
T-ENG 101	Grammar	3	0	3
T-MAT 101	Technical Mathematics I	5	0	5
T-PHY 101	Physics: Properties of Matter	3	2	4
T-DFT 106	Architectural Drafting I	2	6	4
T-CIV 105	Architectural Materials & Methods	3	1	3
		16	9	19
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-MAT 102	Technical Mathematics II	5	0	5
T-PHY 102	Physics: Work, Energy, and Power	3	2	4
T-DFT 107	Architectural Drafting II	2	6	4
T-AHR 106	Architectural Mechanical Equipment	3	1	3
		16	9	19
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-MAT 103	Technical Mathematics III	5	0	5
T-PHY 103	Physics: Light, Sound, & Electricity	3	2	4
T-DFT 108	Architectural Drafting III	0	9	3
T-CIV 114	Statics	3	0	3
		14	11	18
FOURTH QUARTER				
T-DFT 220	Architectural Drafting (Work Experience)	5	15	10
T-MEC 101	Machine Processes	2	3	3
		7	18	13

ARCHITECTURAL DRAFTING TECHNOLOGY

Suggested Sequence of Courses by Quarter

Course Title		Hours Per Week Class	Lab	Quarter Hours Credit
FIFTH QUARTER				
T-ENG 204	Oral Communications	3	0	3
T-CIV 216	Strength of Materials	3	2	4
T-DFT 220	Architectural Drafting IV	2	10	5
T-CIV 101	Surveying I	2	3	3
		10	15	15
SIXTH QUARTER				
T-PSY 206	Applied Psychology	3	0	3
T-DFT 221	Architectural Drafting V	2	10	5
T-DFT 233	Office Practice Seminar	2	0	2
T-DFT 235	Codes, Specifications & Contract Documents	3	0	3
T-CIV 217	Construction Methods & Equipment	3	2	4
		13	12	17
SEVENTH QUARTER				
T-DFT 222	Architectural Drafting VI	2	9	5
T-DFT 236	Principles of Estimating & Field Inspecting	3	3	4
T-DFT 230	Structural Drafting	2	6	4
		7	18	13
	TOTAL QUARTER HOURS	83	92	116

COURSE DESCRIPTIONS

BUSINESS

T-BUS 101 Introduction to Business
A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organizations, and management.
Prerequisite: None

T-BUS 102 Typewriting
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None.

T-BUS 103 Typewriting
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscripts, correspondence, and business forms.
Prerequisite: T-BUS 102 or the equivalent. Speed requirement: 40 net words per minute for 5 minutes

T-BUS 104 Typewriting
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an efficient typist, producing mailable copies. Production units in tabulation, manuscripts, correspondence, and business forms.
Prerequisite: T-BUS 103 or the equivalent. Speed requirement: 45 net words per minute for 5 minutes.

T-BUS 106 Shorthand
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.
Prerequisite: None

T-BUS 107 Shorthand
Continued study of theory with greater emphasis on dictation and elementary transcription.
Prerequisite: T-BUS 106 or the equivalent.

T-BUS 108 Shorthand
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: T-BUS 107.

T-BUS 110 Office Machines
A general survey of the business and office machines. Training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and the calculator.
Prerequisite: None.

T-BUS 112 Filing
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

T-BUS 115 Business Law I
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.
Prerequisite: None

T-BUS 116 Business Law II
Includes the study of laws pertaining to bailment, sales, risk-bearing, partnership-corporation, mortgages, and property rights.
Prerequisite: T-BUS 115.

T-BUS 120 Accounting
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: T-MAT 110.

T-BUS 121 Accounting
Partnership and corporation accounting including a study of payrolls, federal, and state taxes. Emphasis on the recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. A showing of accounting services as they contribute to the recognition and solution of management problems.
Prerequisite: T-BUS 120.

T-BUS 122 Accounting
A continuation of BUS-121 designed to follow the introductory study in accounting; giving special emphasis on the study of financial statements, current assets, inventories and investments in stocks and bonds as they relate to the corporate structure. Prerequisite: T-BUS 121

T-BUS 123 Business Finance I
Financing of business units as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.
Prerequisite: None.

T-BUS 124 Business Finance II
Financing, federal, state and local government, and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.
Prerequisite: T-BUS 123.

T-BUS 134 Personal Development
Designed to help the student recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on poise, grooming, and methods of personal improvement.

T-BUS 183E Terminology and Vocabulary
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.

T-BUS 205 Advanced Typewriting
Emphasis on the development of individual production rates. Learning the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. Review of letter forms, methods of duplication, and the typing of reports, manuscripts and legal documents.
Prerequisite: T-BUS 104. Speed requirement 50 words per minute for 5 minutes.

T-BUS 206 Advanced Typewriting
Greater emphasis on the development of individual speed and accuracy in typing mailable letters, tables, and business forms.
Prerequisite: T-BUS 205. Speed requirement: 50 net words per minute for 5 minutes.

T-BUS 206E Dictation and Transcription
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rates of 90 words per minute required for 5 minutes on new material.

T-BUS 207E Dictation and Transcription
Covering materials appropriate to the course of study; the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 100 words per minute required for five minutes on new material.
Prerequisite: T-BUS 206E.

T-BUS 208E Dictation and Transcription Executive
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 110 words per minute required for 5 minutes on new material.
Prerequisite: T-BUS 207E.

T-BUS 210 Typing Office Practice
A course designed to familiarize the student with the forms and routines found in a typical business. Emphasis in placed upon correct procedures and adaptability to varying office methods. Speed requirement: 60 net words per minute for five minutes.
Prerequisite: T-BUS 206.

T-BUS 211 Office Machines
Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.
Prerequisite: T-BUS 110.

T-BUS 212 Machine Transcription
A study and practice course in the use of transcribing machines in business dictation. Proficiency in word usage, correct grammar, and letter styles will be emphasized.
Prerequisite: T-BUS 103.

T-BUS 213 Office Procedures
Designed to acquaint the student with the responsibilities encountered by a general office worker during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

T-BUS 214 Secretarial Procedures
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.
Prerequisite: None.

T-BUS 226S Payroll Accounting
A study in the preparation of the payroll which includes: (1) Figuring basic wages, (2) Deducting for taxes (FICA, FUTA, and Federal Income Taxes), and (3) Making necessary journal entries, as well as other problems encountered in preparing the payroll. Prerequisite: T-BUS 120.

T-BUS 229 Taxes
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales, and use excise, and inheritance. Prerequisite: T-BUS 121.

T-BUS 232 Sales Development
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None

T-BUS 235 Business Management
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business--qualifications and requirements. Prerequisite: None

T-BUS 239 Marketing
A general survey of the field of marketing with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: None.

T-BUS 243 Advertising
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.

Business — Technical Division

T-BUS 271 Office Management

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing, and actuating problems. Prerequisite: None

T-BUS 272 Principles of Supervision

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. Prerequisite: None.

CHEMISTRY

Chemistry — Technical Division

T-CHM 111 General Chemistry I

An introductory chemistry course involving chemical terminology, atomic structure, properties of some elements, and the function of the periodic table. Properties of compounds and mixtures are studied as are types of chemical reactions. Laboratory work consists of various inorganic reactions and preparations. Prerequisite: None.

T-CHM 211 General Chemistry II

A continuation of T-CHE 111, General Chemistry I. Such topics as thermo-chemistry, chemical equilibrium, electrolytes, periods and groups of elements, and organic chemistry are introduced. Laboratory work consists of various inorganic reactions and preparations. Prerequisite: T-CHM 111.

CIVIL ENGINEERING

T-CIV 101 Surveying
Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations transit stadia, and transit-tape surveys. Layout of footings, floor levels and site work will be emphasized.
Prerequisites: T-MAT 102, T-ARC 107.

T-CIV 105 Architectural Materials and Methods
Materials used in the construction of architectural structures will be studied. Field trips to construction sites and study of manufacturer's specifications for materials. Properties and standard dizes of structural materials, and construction techniques are included.
Prerequisite: None.

T-CIV 108 Basic Hydraulics: Principles of flow
A basic study of closed conduit and open channel flow, including stream flow, subterranean flow, run-off, pump-head, and wave action.

T-CIV 114 Statics
Forces, resultants, and types of force systems; moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space; center of gravity, centroids, moment of inertia, and hydrostatic load analysis.

T-CIV 216 Strength of Materials
Fundamental stress and strain relationship; shear and bending moments; stresses and deflections in beams; introduction to statically indeterminate beams; columns; combined stresses.
Prerequisites: T-MAT 103, T-CIV 114.

T-CIV 217 Construction Methods and Equipment
Excavating methods and equipment used in building and highway construction; pile driving; construction techniques and equipment used in reinforced concrete buildings, bridges, lift-slabs, thin-shells and folded plates, erection methods and equipment of structural steel buildings and bridges; carpentry in house and heavy timber construction; construction safety. Field inspection trips.
Prerequisites: T-DFT 102, T-CIV 102.

DATA PROCESSING

T-EDP 104 Introduction to Data Processing Systems

Fundamental concepts and operational principles of data processing systems, as an aid developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None.

DRAFTING

T-DFT 101 Technical Drafting

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering free-hand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.

T-DFT 102 Technical Drafting

The field of drafting is continued, as introduced in T-DFT 101, as the principles of isometric, oblique, and perspective are expanded. Consideration is given to coordination of mechanical and electrical features with architectural and structural components by using appropriate symbols and convention with practical application to working drawings.

DRAFTING-ARCHITECTURAL

T-AHR 106 Architectural Mechanical Equipment
General study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings by mechanical engineers. Coordination of mechanical and electrical features with structural and architectural designs.
Prerequisite: None.

T-DFT 106 Architectural Drafting
A course designed to introduce basic drafting skills to the beginning student. This course has no differential established between architectural and mechanical drafting. Basic techniques and skills included are: Orthographic and pictorial sketching, geometric construction, inking and lettering practice and reproduction of drawings.

T-DFT 107 Architectural Drafting
Advanced development in mechanical drafting skills and an introduction to architectural drawing. This course consists of skill development in: Detailing working drawings, pictorial drawings such as exploded-view isometrics, topographical drawings, skew lines, intersection and development of surfaces, architectural lettering and dimensioning.

T-DFT 108 Architectural Drafting
An approach in depth to the study of architectural drafting. Development of techniques in architectural lettering, dimensioning, freehand sketching and instrument drawing. Drawings of construction details, using appropriate material symbols and conventions. Working drawings including plans, elevations, sections, scale details and full-size details will be prepared from preliminary sketches. Prerequisites: T-DFT 107, T-AHR 106, T-CIV 105.

T-DFT 220 Architectural Drafting
Drawings of structural plans and details as prepared for building construction including steel, concrete, and timber structural components. Appropriate details and drawings necessary for construction and fabrication of structural members. Reference materials will be used to provide the draftsman with skills and knowledge in locating data and in using handbooks.
Prerequisite: T-DFT 108.

T-DFT 221 Architectural Drafting
Drawing of plans and details as prepared for mechanical equipment such as air conditioning, plumbing and electrical systems by using appropriate symbols and conventions. Consideration is given to coordination of mechanical and electrical features with structural and architectural components. Prerequisite: T-DFT 220.

T-DFT 222 Architectural Drafting
Preparation of the complete set of working drawings for the architectural structure. Preparation of millwork drawings, cabinets and built-in equipment detail drawings, and door, window, and room schedules. Site and landscaping plans will be studied and drawn. Final assembly of the complete document for construction purposes will be made.
Prerequisites: T-DFT 221, T-CIV 101, T-DFT 235.

T-DFT 230 Structural Drafting

A concentrated study and drawing of structural plans, details and shop drawings of the structural components of buildings to include steel, reinforced concrete, and timber structures. Appropriate symbols, conventions, dimensioning practices, and notes as used by the draftsman will be included. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection of the structural components.
Prerequisites: T-ARC 220, T-CIV 105. Elective.

T-DFT 233 Office Practice Seminar

A study of the professional relationship of the architectural firm in relation to clients, contractors, supplies, consultants and other architects. Ethics of the profession as applicable to the draftsman's role in the architectural firm will be stressed.
Prerequisite: None

T-DFT 235 Codes, Specifications and Contract Documents

A study of building codes and their effect in relation to specifications and drawings. The purpose and writing of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties, and mutual protection.
Prerequisite: T-DFT 220.

T-DFT 236 Construction Estimating and Field Inspecting

Interpretation of working drawings for a project; preparation of material and labor quantity surveys from plans and specifications; approximate and detailed estimates of cost. The student will study materials take-off, labor take-off, sub-contractors' estimates, overhead cost, and bid and contract procedures. Detailed inspection of the construction by comparing finished work to the specifications.
Prerequisite: T-DFT 235.

ECONOMICS

T-ECO 102 Economics
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and consumption both in relation to the individual enterprise and to society at large.
Prerequisite: None.

T-ECO 104 Economics
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.
Prerequisite: T-ECO 102.

ELECTRICITY

T-ELC 101 Fundamentals of Electricity
An introduction to electrical and electronic terminology. A study of the structure of matter and electron theory and the relationship between voltage, current and resistance in series, parallel, and series-parallel circuits. Ohm's law, DC Power sources and component identification as related to the expanding electronic instrumentation field.
Prerequisite: None.

T-ELC 102 Fundamentals of Electricity
Study of AC, capictance, inductance, vacuum tubes and semi-conductive devices. Rectifier circuits, filter circuits, amplifiers and power supplies of the type used in electric instruments. Reading and troubleshooting circuits by schematics diagram and blueprints.
Prerequisite: T-ELC 101.

ELECTRONICS

T-ELN 101 Electronic Instruments and Measurements
A study of basic electronic instruments, their theory of operation, function, tolerances, and calibration. Both service and laboratory instruments will be studied. Laboratory experience will provide application of each type of instrument studied.

T-ELN 105 Control Devices
A study in depth of the electrical characteristics of vacuum tubes and translators. Basic parameters and applications of each device to the three configurations of a three-terminal, two-port system will be included.

T-ELN 217 Calibration and Standardization
A course to illustrate the principles of measurement and control, emphasizing the meaning of validity, sensitivity and control devices, units of measurement, and levels of accuracy and trace ability.

T-ELN 226 Control System Analysis
A study of the response of systems to instrument control based upon consideration of the system components. Negative and positive feedback alon with the implications of closed loop control are covered. Sequence of operation to include ladde diagrams and interlocks, logic diagrams, and relay circuits.

T-ELN 228 Project
Troubleshooting repair and calibrate and add to instruments supply located in the lab facilities

T-ELN 229 Project
Advanced study in instrument calibration of all instruments located in the lab of the teaching facilities.

ENGLISH

T-ENG 101 Grammar

Through programmed instruction the student concentrates on the basic areas of grammar, sentence structure, punctuation, and capitalization.
Prerequisite: English entrance test.

T-ENG 102 Composition

This course is designed to acquaint the student with the skills of pre-writing, writing, and rewriting through a series of assignments in narrative, expository, argumentative, and descriptive compositions.
Prerequisite: T-ENG 101

T-ENG 103 Report Writing

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. The report must deal with subject matter relevant to the student's curriculum. Prerequisite: T-ENG 102

ENG 204 Oral Communication

This course is a study of the basic concepts and principles of speech to enable the student to communicate effectively with others. Emphasis is placed on the speaker's attitude, diction, and voice, as well as the application of particular techniques to improve speaking habits. Activities include oral reports, group discussion, argumentation, and oral interpretation.
Prerequisite: T-ENG 101

NG 206 Business Communication

This course offers complete treatment of the principles governing business writing in general and also specific types of business communications: Order letters, inquiries and replies, credit and collection letters, sales letters, sales promotion letters.
Prerequisite: T-ENG 102

MATH

T-MAT 101 Technical Mathematics I

The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.
Prerequisite: T-MAT 010.

T-MAT 102 Technical Mathematics II

A continuation of T-MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth.

T-MAT 103 Technical Mathematics III

The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques.

T-MAT 110 Business Math

Designed to introduce business students to the mathematics necessary for the understanding of American business. In addition to practical business applications, business forms and terminology have been used extensively to provide students with a business background.
Prerequisite: None.

T-MEC 101 Machine Processes

An introductory course designed to acquaint the student with basic hand tools, safety procedures and machine processes of our modern industry. It will include a study of measuring instruments, characteristics of metals and cutting tools. The student will become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.
Prerequisite: None.

T-MEC 114 Preventive and System Maintenance

A study of preventive maintenance as opposed to emergency maintenance. A discussion of how and why an instrument preventive maintenance schedule can be conducted by separating all process control equipment into groups.

T-MEC 241 Pneumatic Control I

Pneumatic Industrial Instrumentation is divided into three principle sections. This section will develop the basic physics principles of pressure measurement, temperature measurement and liquid level measurement.

T-MEC 242 Pneumatic Control II

This section will deal with the various methods of measuring quantity and rate of flow of compressible and non-compressible fluids, pneumatic transmissions systems and basic control theory.

T-MEC 243 Pneumatic Control III

This section is primarily concerned with the explanation of various types of final control elements such as diaphram motor valves, piston operated valves and valve positioners. Fractional Distillation Instrumentation and Batch Reaction Instrumentation systems will be discussed.

T-PHY 101 Physics: Properties of Matter

A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquid at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.
Prerequisite: T-MAT 101

T-PHY 102 Physics: Work, Energy, Power

Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity, and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.
Prerequisites: T-MAT 101, T-PHY 101

T-PHY 103 Physics: Electricity

Basic theories of Light, Sound, and Electricity, methods of production, and transmission and transforming of electricity are studied. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horsepower, wattage, and transformers are major parts of the course.
Prerequisites: T-MAT 101, T-PHY 101

T-PHY 104 Physics: Light and Sound

A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination and the principles involved in optical instruments. Application is stressed throughout.
Prerequisites: T-MAT 101, T-PHY 101

PSYCHOLOGY

T-PSY 102 General Psychology

A study of the various fields of psychology, the development process, motivation, emotion, frustration and adjustment, mental health, attention and perception, problems of group living. Attention is given to applications of these topics to problems of study, self-understanding and adjustment to the demands of society.
Prerequisite: None.

T-PSY 206 Applied Psychology

A study of the principles of psychology that will be of assistance in the understanding of interpersonal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.
Prerequisite: None.

SOCIAL SCIENCE

T-SSC 201 Government

A study of government with emphasis on basic concepts, structure, powers, procedures and problems. The relation and significance of governmental processes to the individual citizen is also stressed.
Prerequisite: None.

VOCATIONAL DIVISION

THE VOCATIONAL DIVISION

The major aims of the Vocational Programs at Roanoke-Chowan Technical Institute are to prepare skilled craftsmen to successfully meet the manpower needs created by technological advancement and to provide related areas of study which equip the student with the ability to develop an understanding of the free enterprise system and an appreciation for a broader social implication of life in a democratic society.

The Vocational Programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

While a high school graduation is desirable, it is not mandatory for entrance into these programs. A person with less than a high school education may be accepted provided he can demonstrate sufficient experience and ability.

Vocational programs vary in length depending upon whether they are full-time or part-time and whether they are diploma or certificate programs.

PROGRAMS OF STUDY

A diploma is awarded upon the completion of one of the following:

1. Cosmetology
2. Industrial Maintenance Mechanic
3. Electronics
4. Practical Nurse Education
5. Light Construction
6. Auto Mechanics
7. Welding
8. Electrical Installation

COSMETOLOGY

Today the cosmetologist is called upon to advise men and women on problems of make-up, diet, and the care of the hair, skin, hands, and nails. Cosmetology has been a science consisting of the use of cosmetics based on scientific principles. The cosmetology curriculum is designed to prepare the student for employment in the field of cosmetology. The field of cosmetology is wide open to those who are interested and apply themselves. It is up to the individual as to how they will advance in the cosmetology profession. This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners. This curriculum provides instruction and practice in manicuring, shampooing, styling, hair pressing, thermal waving and curling, chemical hair relaxing, permanent waving, hair cutting, facials, massages, scalp and hair treatments, hair coloring, brow and lash tints, and wig care and styling.

Applicants for the cosmetology program must meet the general entrance requirements. In addition they must present to the admission office a health certificate and serological laboratory report prior to being admitted to the program, applicants may enter the program at the beginning of any quarter during the year.

The cosmetology program is set up so that a student may complete their training in four quarters, providing that they complete at least 1200 hours in school, and have satisfactorily completed their clinical requirements and scientific study. When a student graduates, then they are eligible to apply to the State Board of Cosmetic Art for examination. When the application is sent in, the State Board of Cosmetic Art Examiners will schedule them for examination, also mail them a Temporary Permit, which will permit them to work until they take the scheduled examination. Then after taking the North

Carolina Board Examination for cosmetologist and passing it, they are issued an Apprentice License, with which they will work under the direct supervision of a Registered Cosmetologist for a period of six months. After serving the six months apprenticeship, then they can make application to the State Board for their Cosmetologist License. At this time they are qualified to work alone, to supervise an apprentice or to open their own shop, etc. At this time they should really begin to see how they are advancing in the Cosmetology Profession.

COSMETOLOGY

Suggested Sequence of Courses by Quarter

Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER			
C-1001 Scientific Study	42	63	6
C-1011 Mannequim Practice	13	212	7
SECOND QUARTER			
C-1002 Scientific Study	55	0	5
C-1022 Clinical Application	0	275	8
~~THIRD QUARTER~~			
~~C-1002 Scientific Study~~	~~55~~	~~0~~	~~5~~
~~C-1022 Clinical Application~~	~~0~~	~~275~~	~~8~~
THIRD QUARTER			
C-1003 Scientific Study	55	0	5
C-1033 Clinical Application	0	275	8
FOURTH QUARTER			
C-1004 Scientific Study	55	0	5
C-1044 Clinical Application	0	275	8
	220	1100	52

INDUSTRIAL MAINTENANCE MECHANICS INTRODUCTION

Purpose of Curriculum

North Carolina, in its tremendous industrial growth, has the need for highly skilled personnel to maintain machines that are controlled by electric and fluid power devices. This curriculum is designed to prepare students to repair and maintain machinery, electrical wiring and fixtures, and hydraulics and pneumatic devices found in industrial establishments. He must learn to use blueprints and sketches, manuals and codes as his guide and work with electricians and machinists, hand tools and instruments. He diagnoses causes of malfunctions in industrial machines. He sets up and operates machine tools such as the lathe, milling machine, and drill press to repair or make machine new parts. He installs machine parts, starts machines, observes operations, and inspects the machine with test instruments.

Job Description

An electromechanical serviceman may be required to install, maintain and service electrical and mechanical equipment. He should be able to follow directions from blueprints and sketches, use handtools, and metalworking machines, and check the work with measuring and testing instruments. He operates metalworking machines, such as the lathe, milling machine and drill press to make repairs. He uses the micrometer and calipers to verify dimensions. He assembles wires, insulation, and electrical components using handtools and soldering equipment. He tests electrical circuits and components to locate shorts, faulty connections, and defective parts, using test meters. He also inspects and tests hydraulic equipment after new installations or repairs.

INDUSTRIAL MAINTENANCE MECHANICS

Six Phase Program

PHASE ONE		Hours Per Week Class	Lab	Quarter Hours Credit
WLD 1141	Beginning Welding	3	12	7
MAT 1101	Fundamentals of Math	5	0	5
DFT 1104	Basic Blueprints	0	3	1
PHY 1101	Applied Science	3	2	4
ENG 1101	Reading Improvement	2	0	2
		13	17	19
PHASE TWO				
WLD 1142	Intermediate Welding	3	12	7
MAT 1103	Basic Geometry	3	0	3
DFT 1117	Blueprints-Welding	0	3	1
MEC 1115	Ferrous and Non-Ferrous Metals	3	3	4
ENG 1102	Communications Skills	3	0	3
		12	18	18
PHASE THREE				
MEC 1101(a)	Machine Shop Theory and Practice I	4	5	9
PHY 1102	Applied Science	3	2	4
DFT 1118	Pattern Development	0	3	1
PSY 1104	Human Relations	3	0	3
		10	20	17
PHASE FOUR				
MEC 1102(b)	Machine Shop Theory and Practice II	4	15	9
WLD 1122(a)	Commercial and Industrial Practices	2	6	5
BUS 1103	Small Business	3	0	3
		9	21	17

PHASE FIVE		Hours Per Week Class	Lab	Quarter Hours Credit
WLD 1122(b)	Commercial and Industrial Practices	3	6	5
MEC 1133(a)	Electrical and Mechanical Maintenance	5	12	9
MEC 1112	Machine Shop Process	0	4	1
		8	22	15
PHASE SIX				
DFT 1113	Electrical Blueprints	0	3	1
MEC 1113	Shop Processes	0	6	2
MEC 1124	Mechanical & Electrical Maintenance	3	15	8
MEC 1140	Hydraulics	3	0	3
		6	24	14
	TOTALS	58	122	100

ELECTRONIC SERVICING
Introduction

Electronics is a new world. A world of tomorrow in an exciting environment that promises new discoveries every day. With each advancement we face constant challenges -- and changes -- that lead to new theories, new technologies, and new applications that make our lives longer, safer, more comfortable, and more interesting.

Within recent years improved electronic techniques have provided expanded employment opportunities in the field of electronics. These reasons, coupled with an increasingly critical shortage of trained technicians, especially in the home entertainment electronics industry have inspired R-C TI in the preparation and presentation of a comprehensive electronics course in monochrome and color television. However,broadening of the student's outlook will be encouraged through meaningful experiences encountered while studying and repairing automobile radios, tape players, stereo systems, AM-FM radios, record players, test equipment, tape recorders and other consumer electronic devices.

For each of us, there is a personal need to feel that he belongs -- to his country, his community, his friends, and especially his job. In fact, because we spend so much of our time at work, it is important that what we do professionally be rewarding and challenging. The field of electronics offers this opportunity -- the opportunity to pursue a career that is both satisfying and rewarding.

ELECTRONIC SERVICING

		Hours Per Week		Quarter Hours
FIRST QUARTER		Class	Lab	Credit
MAT 1115	Electrical Math	3	2	4
ENG 1101	Reading Improvement	2	0	2
ELC 1112	Direct and Alternating Current	5	18	11
		10	20	17
SECOND QUARTER				
MAT 1116	Electrical Math	3	2	4
ENG 1102	Communications Skills	3	0	3
ELN 1122	Vacuum Tubes and Circuits	4	8	7
ELN 1123	Amplifier Systems	4	6	6
		14	16	20
THIRD QUARTER				
MAT 1117	Electrical Math	3	2	4
ELN 1125	Radio Receiver Service	2	9	5
ELN 1126	Transistor Theory and Circuits	2	9	5
PSY 1101	Human Relations	3	0	3
		10	20	17
FOURTH QUARTER				
ELN 1123	Work Practice Study	3	12	7
ELN 1127	Work Practice Study	3	12	7
		6	24	14
FIFTH QUARTER				
ENG 1103	Report Writing	3	0	3
MAT 1118	Electrical Math	3	2	4
ELN 1126	Transistor Theory and Circuits	2	8	5
ELN 1127	TV Receiver, Circuits & Service	3	9	6
		11	19	18

SIXTH QUARTER		Hours Per Week Class	Lab	Quarter Hours Credit
ELN 1127	TV Receiver, Circuits & Service	4	12	9
BUS 1103	Small Business Operations	3	0	3
ELN 1129	Single Sideband Systems	3	8	6
		10	20	18
SEVENTH QUARTER				
ELN 1128	TV Receiver, Circuits & Service	3	12	7
ELN 1130	Two-Way Mobile Maintenance	4	8	7
ELN 1220	Electronic Systems	2	1	2
		9	21	16
	TOTALS	70	140	120

PRACTICAL NURSE EDUCATION

Purpose of Curriculum

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, Roanoke-Chowan Technical Institute, in conjunction with Roanoke-Chowan Hospital, offers the Practical Nurse Education Program to help meet this need. Classes will be held at the institute, while actual experience will be obtained at the hospital.

The aim of the Practical Nurse Education Program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examinations.

Throughout the one-year program the student is expected to continuously acquire knowledge and understanding related to nursing and the biological and social sciences and to develop skills related to nursing practice, communications, inter-personal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score of 85 is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

Graduates of accredited programs of practical nurse education are eligible to take the licensed examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

Job Description

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Job requirements for the Licensed Practical Nurse include suitable personal characteristics, ability to adapt knowledge and understanding of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

PRACTICAL NURSE EDUCATION

		Hours Per Week		Quarter Hours
FIRST QUARTER		Class	Lab	Credit
PNE 1101(a)	Fundamentals of Practical Nursing	6	6½	8
PNE 1102	Nutrition and Diet Therapy	3	0	3
PNE 1103	Anatomy and Physiology	4	0	4
PNE 1104	Introduction to Pediatrics	2	0	2
PNE 1105	Pharmacology I	3	0	3
PNE 1101(b)	Personal & Vocational Adjustments	2	0	2
		20	6½	22
SECOND QUARTER				
PNE 1106	Medical-Surgical Nursing I	5	0	5
PNE 1107	Maternity Nursing	3	0	3
PNE 1108	Nursing of Children	5	0	5
PNE 1110	Clinical Experience - Medical, Surgical, Obstretrics, or Pediatrics	0	20	7
ENG 1102	Communication Skills	2	0	2
PNE 1109	Pharmacology II	3	0	3
		18	20	25
THIRD QUARTER				
PNE 1111	Medical-Surgical Nursing II	7	0	7
PNE 1112	Pharmacology III	7	0	7
ENG 1103	Report Writing	2	0	2
PNE 1113	Clinical Experience - Medical, Surgical, Obstetrics, or Pediatrics	0	20	7
		16	20	23
FOURTH QUARTER				
PNE 1114	Medical-Surgical Nursing III	7	0	7
PNE 1116	Clinical Experience - Medical, Surgical or Obstetrics, 1 of the 3	0	20	7
PNE 1115	Pharmacology IV	7	0	7
		14	20	21
	TOTALS	68	66.5	91

AUTO MECHANICS

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Through understanding of the operating principles involved in the modern automobile comes in individual class assignments, discussion, and shop practices.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work. For example, some may specialize in repairing only power steering and power brakes, or automatic transmissions. Usually such specialists have an all-around knowledge of automotive repair and may occasionally be called upon to do other types of work.

Both a 12-months and a 21-months program are offered in Auto Mechanics.

AUTO MECHANICS

FIRST QUARTER		Hours Per Week Class	Lab	Quarte Hours Credit
PME 1101	Internal Combustion Engines	3	12	7
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1101	Schematics & Diagrams(Measurement, Tools, and Engines)	0	3	1
PHY 1101	Applied Science	3	2	4
ENG 1101	Reading Improvement	2	0	2
		13	17	19
SECOND QUARTER				
PME 1102	Engine Elect, & Fuel Systems	5	15	10
DFT 1102	Schematics & Diagrmas (Electrical and Fuel Systems	1	3	2
PHY 1102	Applied Science or Elective	3	0	3
ENG 1102	Communication Skills	3	0	3
		12	18	18
THIRD QUARTER				
PME 1123	Brakes, Chassis & Suspension	3	12	7
PME 1103	Principles of Auto Air Cond.	2	4	4
DFT 1103	Schematics and Diagrams (Chassis and Brakes, etc.)	0	3	1
PSY 1101	Human Relations	3	0	3
BUS 1103	Small Business Operations	3	0	3
		11	19	18
FOURTH QUARTER				
PME 1124	Power Trains	3	10	7
PME 1125	Auto Servicing	3	9	6
WLD 1141	Basic Welding (Related)	2	3	3
		8	22	16

		Hours Per Week Class	Lab	Quarter Hours Credit
FIFTH QUARTER				
PME 1202	Auto Elect-Electronics	4	9	7
PME 1203	Adv. Tune-up	4	9	7
WLD 1142	Inter. Welding or Elective	1	3	2
		9	21	16
SIXTH QUARTER				
PME 1224	Adv. Automatic Trans.	3	12	7
PME 1221	Adv. Front Suspension & Power Steering	1	3	4
PME 1226	Adv. Auto Servicing or Electives	2	9	5
		6	24	16
SEVENTH QUARTER				
WLD 1142(a)	Intermediate Welding	0	3	1
PME 1214	Advanced Air Conditioning	3	3	4
PME 1225	Power Plant Trouble Shooting	2	9	5
PME 1121	Brakes	2	3	3
PME 1122	Emission Control Systems	2	3	3
		9	21	16
	TOTALS	68	142	119

WELDING

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals trades.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shops, and many others.

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 37 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting or freezing by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to control size and shape of the joint. He will be taught to possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading, layout and fitting up of metals.

WELDING

FOUR PHASE PROGRAM

PHASE ONE		Hours Per Week Class	Lab	Quarter Hours Credit
WLD 1141	Beginning Welding	3	12	7
MAT 1101	Fundamentals of Math	5	0	5
DFT 1104	Basic Blueprint Reading	0	3	1
ENG 1101	Reading Improvement (Welding Nomenclature)	2	0	2
		10	15	15
PHASE TWO				
WLD 1142	Intermediate Welding	3	12	7
MAT 1103	Geometry (Basic)	3	0	3
DFT 1117	Blueprints - Welding	0	3	1
MEC 1115	Ferrous Metals	2	3	3
		8	18	14
PHASE THREE				
WLD 1124	Pipe Welding	3	12	7
DFT 1118	Pipe Pattern Development	0	3	1
WLD 1123(a)	Inert Gas Welding	1	3	2
		4	18	10
PHASE FOUR				
WLD 1123(b&c)	Inert Gas Welding	3	12	7
WLD 1122	Commercial & Industrial Practices	2	6	5
WLD 1125	Certification Practices	1	3	2
		6	21	14
	TOTALS	28	72	53

LIGHT CONSTRUCTION

Purpose of Curriculum

The potential craftsman in modern construction can be developed in many ways. This program is designed to prepare the learner to enter employment in a variety of payroll jobs in several branches of the light construction or building trades industry. Graduates may obtain employment as apprentices, or helpers with carpenters, bricklayers, or cement-masonry contractors. They will have a basic knowledge of electrical and plumbing installation for home buildings.

The graduates will have experience in blueprint reading and sketching, thus, he will be able to interpret prints and make basic sketches. The program is arranged on a part-time basis which will afford adults, now working, to retrain for a light construction entry job. Also, this program will afford many people living in small towns or sparsely populated counties the opportunity to learn the fundamentals of the light construction industry, and to become employed in these business operations.

Job Description

For men without previous experience in the light construction trades, a graduate should have sufficient training to be employed as an apprentice with advanced credit toward a journeyman's certificate. These graduates will have experiences needed to work as building maintenance mechanics in small industries, public buildings, schools and apartment houses. Some men, after satisfactory experience, may enter business for themselves.

LIGHT CONSTRUCTION

		Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER				
MAT 1101(a)	Fundamentals of Math	5	0	5
CAR 1101(a)	Carpentry	5	15	10
ENG 1101(a)	Reading Improvement	2	0	2
DFT 1110	Blueprint Reading & Bldg. Trades	3	0	1
		15	15	18
SECOND QUARTER				
MAT 1101(b)	Fundamentals of Math	5	0	5
CAR 1101(b)	Carpentry	5	12	9
ELC 1123	Electrical Installation	1	2	2
DFT 1111	Blueprint Reading & Sketching	3	0	3
ENG 1101(b)	Reading Improvement	2	0	2
		16	14	21
THIRD QUARTER				
BUS 1103	Small Business Operations	3	0	3
MAS 1101	General Masonry	5	12	9
DFT 1145	Specifications and Contracts	1	0	1
PLU 1115	Plumbing and Installation	2	4	3
PSY 1101	Human Relations	3	0	3
		14	16	19
FOURTH QUARTER				
CAR 1124(a)	Residential and Commercial Construction	3	24	11
MAT 1114	Estimating Construction Costs	3	0	3
	Work Practice	6	24	14

FIFTH QUARTER		Hours Per Week Class	Lab	Quarter Hours Credit
CAR 1124(b)	Residential & Commercial Construction	0	20	10
MAT 1114(a)	Construction Estimating	3	0	3
MEC 1136	Mechanical Installation	1	6	3
		4	26	16
SIXTH QUARTER				
PAD 1124	Painting and Refinishing	3	12	7
CAR 1102(a)	Cabinetmaking	3	12	7
		6	24	14
SEVENTH QUARTER				
MEC 1136	Building Mechanics	2	6	4
CAR 1102(b)	Cabinetmaking	3	15	8
MEC 1113	Shop Processes	1	3	2
		6	24	14
	TOTALS	67	143	116

NURSE'S ASSISTANT
Certificate Program

This course is designed to prepare qualified personnel to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of ward management. Classroom teaching is centered around modern concepts of health, functional relationships within a hospital, fundamentals of effective interpersonal relations, and nursing procedures related to daily needs of patients and to common therapeutic measures. Throughout the course emphasis is given to the role of the nurses' assistant. Clinical experiences provide opportunities for applying classroom learnings to practice in the hospital setting.

The course is one quarter in length and graduates will receive certificates on satisfactory completion of the course.

Unit I: 25 Hours. Introduction to Role of The Nurses' Assistant. To help the student develop awareness of the scope of the health field and beginning understanding of health facilities, modern nursing, and the role of the nurses' assistant. A study in broad perspective of the field of nursing, with emphasis on current trends related to division of responsibility among various types and levels of health workers.

Unit II: 15 Hours. Understanding Effects of Illness. To help the student develop understanding of common effects of illness on patient, family, and community, and beginning skills in helping patients adjust to illness and/or hospitalization. A study of the diverse effects of illness on the patient, family, and community and the role of health workers in helping the patient and family to make adjustments.

Unit III: 50 Hours. Making Observations on Patients. To help the student develop beginning skill in making reliable observations on patients and in reporting to appropriate nursing personnel. A study of common effects of illness in relation to observations the nurses' assistant should be able to make and report with accuracy and dependability.

Unit IV: 30 Hours. Safety Measures in Care of the Sick. To help the student develop understanding of medical asepsis, safety, and emergency situations in relation to the role of the nurses' assistant. A study of methods used to protect patients and personnel from infections and accidents and the role of the nurses' assistant in the event of internal or external disaster.

Unit V: 40 Hours. Measures to Promote the Patient's Comfort. To help the student develop beginning skills in those aspects of patient care appropriate to the role of the nurses' assistant. A study of bedside nursing procedures used in assisting patients with daily needs.

Unit VI: 85 Hours. Measures Related to the Patient's Illness. To help the student develop beginning skill in the performance of nursing procedures related to care of the isolated patient, in carrying out orders for unsterile irrigations and simple therapeutic measures, and in meeting selected needs of the surgical patient. A study of simple procedures commonly ordered, by the doctor and appropriate to the role of the nurses' assistant.

Unit V: 85 Hours. Becoming a Hospital Employee. To help the student make the transition to a fully responsible employee role, fulfill citizenship responsibilities as a wage-earner, and set personal standards for quality performance as a member of the nursing team. A study of the nurses' assistant as a practitioner, with emphasis on effective job performance and fulfillment of citizenship responsibilities.

COURSES OFFERED AT
ODOM CORRECTIONAL UNIT

CABINETMAKING

The Cabinetmaking course is designed to equip individuals with the necessary knowledge and skills to enable them to become employed as practical cabinet makers. The student will study the nomenclature, care, use, storage, and safety of hand tools and portable electrical tools used in the cabinetmaking trade. Skills will be developed through practical exercises in laboratory instructions.

CABINETMAKING

FIRST QUARTER	Hours Per Week Class	Lab	Quarter Hours Credit
CAB 1101 Carpentry and Hand Tools	3	12	7
DFT 1110 Blueprint Reading	3	0	3
ENG 1101(a) Reading Improvement	2	0	2
PHY 1101(a) Applied Science - Physics	3	2	4
MAT 1101(a) Fundamentals of Math	5	0	5
	16	14	21
SECOND QUARTER			
DFT 1111 Blueprint Reading & Sketching	3	0	3
ENG 1101(b) Reading Improvement	2	0	2
MAT 1101(b) Fundamentals of Math	5	0	5
PHY 1101(b) Applied Science-Physics	3	2	4
CAB 1102 Carpentry - Power Tools	3	12	7
	16	14	21
THIRD QUARTER			
CAB 1103 Cabinet Making	3	12	7
ENG 1102 Communication Skills	2	0	2
MAT 1102 Fundamentals of Math-Algebra	5	0	5
PHY 1102(a) Applied Science - Physics	3	2	4
DFT 1112 Blueprint Reading - Sketching	3	0	3
	16	14	21
FOURTH QUARTER			
CAB 1104 Cabinet Making & Furniture Design	3	12	7
ENG 1103 Report Writing	2	0	2
MAT 1103 Fundamentals of Math-Geometry	5	0	5
PHY 1102(b) Applied Science - Physics	3	2	4
DFT 1112 Blueprint Reading - Sketching	3	0	3
	16	14	21
TOTALS	64	56	84

MECHANICAL DRAFTING

This curriculum is designed to prepare students to enter the field of mechanical drafting. The first two quarters contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter mechanical drafting occupations.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel -- administrative, architects, engineers, skilled workmen -- and must be able to communicate effectively with them. Courses to develop knowledge and skills in communication, human relations, economics and industrial organization are provided to assist the student in developing understanding and confidence in his relations with other persons

Draftsman prepares clear, complete, and accurate working plans and detail drawings, from rough or detailed sketches or notes for engineering or manufacturing purposes, according to the specified dimensions; makes final sketch of the proposed drawing, checking dimension of parts, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. Makes any adjustments or changes necessary or desired. Inks in lines and letters on pencil drawings as required. Exercises manual skill in the manipulation of triangle, T-square and other drafting tools. Lays tracing paper on drawing and traces drawing in pencil or ink. Makes charts for representation of statistical data. Makes finished designs from sketches. Utilizes knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

Mechanical draftsman performs the general duties of a draftsman and also specializes in making rough drafting sketches of proposed mechanical devices, and then drawing necessary details. Prepares accurate drawings of parts or machines from specifications.

MECHANICAL DRAFTING

FIRST QUARTER		Hours Per Week Class	Lab	Quarter Hours Credit
MAT 1101	Fundamentals of Math	5	0	5
PHY 1101	Applied Science - Physics	3	2	4
ENG 1101	Reading Improvement	2	0	2
DFT 1121	Drafting	3	15	8
		13	17	19
SECOND QUARTER				
ENG 1102	Communication Skills	3	0	3
PHY 1102	Applied Science - Physics	3	2	4
MAT 1103	Fundamentals of Math(Geometry)	3	0	3
DFT 1125	Descriptive Geometry	2	3	3
DFT 1122	Drafting	5	9	8
		16	14	21
THIRD QUARTER				
MAT 1104	Trigonometry	3	0	3
PSY 1101	Human Relations	3	0	3
MEC 1115	Treatment of Ferrous Metals	2	2	3
DFT 1131	Mechanical Drafting	5	10	15
		13	17	19
FOURTH QUARTER				
MEC 1116	Treatment of Non-Ferrous Metals	2	3	3
BUS 1103	Small Business	3	0	3
DFT 1132	Mechanical Drafting	5	14	10
MEC 1213	Production Planning	3	0	3
		13	17	19
	TOTALS	55	65	78

FOOD PREPARATION
Certificate Program

This is a one-year program designed to instruct the student in the basic principles of fine cuisine as it is practiced in the finest hotels and restaurants in the country. Emphasis is placed on sanitation, maintenance, layouts, duties of the various stations in the kitchen, vegetable preparation, simple salads, a basic introduction to cold sauces, and various methods of cooking. Menu planning, food preparation, and baking are stressed, all with supervised work experience.

Employment opportunities will be found as assistants in the catering service, cooks, buying food, and dining room management in the hotel/motel restaurants and associated fields.

FOOD PREPARATION

Certificate Program

FIRST QUARTER		Hours Per Week Class	Lab	Quarter Hours Credit
FSO 1101	Orientation to Food Service	2	3	3
FSO 1102	Food Preparation	5	12	9
FSO 1103	Equipment	1	3	2
FSO 1104	Sanitation and Safety	1	3	2
		9	21	16
SECOND QUARTER				
FSO 1106	Nutrition and Menu Planning	3	0	3
FSO 1112	Food Preparation	6	12	10
FSO 1107	Baking	3	6	5
		12	18	18
THIRD QUARTER				
FSO 1122	Food Preparation	3	12	7
FSO 1016	Baking and Cooking(Advanced)	3	12	7
		6	24	14
Fourth Quarter				
FSO 1017	Controlled Work Experience	0	27	9
FSO 1018	Seminar	3	0	3
		3	27	12
	TOTALS	30	90	60

FOOD PREPARATION

Diploma Program

		Hours Per Week		Quarter Hours
FIRST QUARTER		Class	Lab	Credit
ENG 1101	Reading Improvement	2	0	2
FSO 1101	Orientation To Food Service	2	3	3
PSY 1101	Human Relations	3	0	3
FSO 1102	Food Preparation	3	9	6
FSO 1103	Equipment	1	3	2
FSO 1104	Sanitation and Safety	1	3	2
		12	18	18
SECOND QUARTER				
ENG 1102	Composition	3	0	3
FSO 1105	Accounting-Purchasing-Records	3	0	3
FSO 1106	Nutrition and Menu Planning	3	0	3
FSO 1112	Food Preparation	3	9	6
FSO 1107	Baking	3	6	5
		15	15	20
THIRD QUARTER				
ENG 1103	Oral Communication	3	0	3
FSO 1108	Personnel Management	3	0	3
FSO 1109	Production Management	3	0	3
FSO 1122	Food Preparation	3	9	6
FSO 1016	Baking & Cooking (Advanced)	3	6	5
		15	15	20
FOURTH QUARTER				
FSO 1017	Controlled Work Experience	0	27	9
FSO 1018	Seminar	3	0	3
		3	27	12
	TOTALS	45	75	70

ELECTRICAL INSTALLATION AND MAINTENANCE

The graduate of the electrical trades program will be qualified to enter an electrical trades as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrail plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through upgrading courses offered at the institute.

ELECTRICAL INSTALLATION AND MAINTENANCE

		Hours Per Week		Quarter Hours
FIRST QUARTER		Class	Lab	Credit
ELC 1101(a)	Direct and Alternating Current	3	12	7
ENG 1101(a)	Reading Improvement	2	0	2
MAT 1101(a)	Fundamentals of Math	5	0	5
PHY 1101(a)	Applied Science (Physics)	3	2	4
DFT 1110	Blueprint Reading-Building Trades	3	0	3
		16	14	21
SECOND QUARTER				
ELC 1101(b)	Direct and Alternating Current	3	12	7
ENG 1101(b)	Reading Improvement	2	0	2
MAT 1101(b)	Fundamentals of Math	5	0	5
PHY 1101(b)	Applied Science	3	2	4
DFT 1111	Blueprint Reading & Sketching	3	0	3
		16	14	21
THIRD QUARTER				
ELC 1102(a)	Motors, Generators and Controls	3	12	7
ENG 1102	Communication Skills	2	0	2
MAT 1102	Algebra	5	0	5
PHY 1102	Applied Science	3	2	4
DFT 1112	Blueprint Reading-Codes-Specifications	3	0	3
		16	14	21
FOURTH QUARTER				
ELC 1102(b)	Motors, Generators, and Controls	3	12	7
ENG 1103	Report Writing	2	0	2
MAT 1103	Geometry	5	0	5
PHY 1103	Applied Science	3	2	4
DFT 1113	Blueprint Reading-Electrical	3	0	3
		16	14	21
	TOTALS	64	56	84

DEVELOPMENTAL STUDIES

Before a student is admitted to college transfer or technical courses, he must show evidence of sufficient background in composition, reading, and mathematics to predict success, assuming a reasonably effort on his part. To assist the inadequately prepared student in acquiring and strengthening the basic skills, the college maintains a continuous program of developmental studies in cooperation with all divisions (College Transfer, Vocational-Technical, General Adult.)

Developmental courses in composition, reading, and mathematics meet five hours a week during an academic quarter or ten hours a week during a six-weeks summer session, in order to provide in-depth instruction with laboratory experiences fitted to individual student needs. These courses do not carry college credit; however, it is the philosophy of the college that offerings of this nature are vital to the best interest of the student.

DEVELOPMENTAL STUDY PROGRAMS FOR VETERANS

(approved by Veterans' Administration for students enrolled under G. I. Bill)

PROGRAM	ESTIMATED TIME REQUIRED
High School Equicalent Program	Clock Hours
MATHEMATICS	
Basic Mathematics	110
Algebra I	55
ENGLISH	
English 2600 or its equivalent	110
English 3200 or its equivalent	110
Reading Improvement	165
SOCIAL STUDIES	
American Government	55
History of the United States	55
Geography of the United States	55

SCIENCE	
General Science: Biology and Chemistry or its equivalent	55
General Science: Measurement, Meterology, and Astronomy of its equivalent	55
Approximately 9 months:	825

The information above and on the previous page show High School equivalency is based on 25 hrs.-wk. for 33 weeks. (3 Quarters)

LIBERAL ARTS PREPARATORY PROGRAM	CLOCK HOURS
ENGLISH	
Eng 091-English Grammar	55
Eng 092-English Composition	55
Eng 093-Reading Improvement	55
Eng 094-Note Taking	55
Remedial English Laboratory (if indicated)	110
MATHEMATICS	
Mat 091-General Mathematics	55
Mat 092-Algebra	55
Mat 093-Geometry	55
Remedial Math Laboratory (if indicated)	110
Approximately 6 months:	

ENG 092 GRAMMAR AND COMPOSITION
A course for the improvement of written communication, with emphasis on sentence structure and paragraph construction. Grammar will be reviewed as a tool for composition.

ENG 093 READING IMPROVEMENT
A course for the improvement for reading skills, emphasizing comprehension and speed, work attack skills, vocabulary and spelling. Instruction will be individualized to enable the student to progress from his present reading level.

MAT 091 DEVELOPMENTAL MATHEMATICS
A course for those students deficient in algebra or who have had no algebra. An

introduction to algebra consisting of a study of the fundamental operations with algebraic numbers, first degree equations in one and two unknowns, and the mathematical laws basic to algebrs.

MAT 092 DEVELOPMENTAL MATHEMATICS
A study of special products and factoring, algebraic fractions, equations containing fractions, systems of linear equations, powers and logarithms. Prerequisites: MAT 091 or placement by the counselor or instructor.

MAT 093 DEVELOPMENTAL MATHEMATICS
The study of quadratic equations, series, binominal theorem, permutations and combinations, probility, and trigonometry. Prerequisites: MAT 092 or placement by counselor or instructor.

SPH 091 SPEECH IMPROVEMENT
A course in the improvement of speech patterns dealing with enunciation, pronunciation, language usage, and with various means of communication, public speaking, drama, radio, and television.

BUS 1103 SMALL BUSINESS OPERATIONS
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.

CABINETMAKING

CAB 1101 TOOL USAGE
A course designed to equip individuals with with necessary knowledge and skills to enable them to learn the cabinetmaking trade. The student will study the nomenclature, care, use, storage, and safety of hand tools and

electrical tools used in the cabinetmaking trade. Skill will be developed through practical exercises in laboratory instruction.

CAB 1102 CABINET LAYOUT
This course is a continuation of CAB 1101. Emphasis will be placed on the layout and the correct measure of framing and finishing cabinets. Skill will be developed through practical exercises in laboratory instruction.

CAB 1103 CABINET DESIGN AND TRIM WORK
Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical application will include measuring, layout, and construction of: base and wall cabinets, door and window frames, stairs, and interior and exterior cornice, and trim. Materials and finish will also be studied.

CAB 1104 PAINT AND FINISHING
Instruction in materials and interior finish is given. Training is given in the operation of sanding as well as the application of stains, fillers, putties, and paint by hand. Instruction is offered in application of various types of materials, plus the evaluation of quality of finish.

COSMETOLOGY

BEGINNERS DEPARTMENT
Students shall spend three hundred (300) hours in this department and shall not work on members of the public during this 300 hours. The hours earned in this department shall be developed or devoted to the following Scientific Study and Mannequim Practice. Manicuring practice in this department shall be done on students enrolled in the school during the first 300 hours.

C1001 SCIENTIFIC STUDY I - FIRST QUARTER
This is a course for beginners in Cosmetology. It includes a study of Professional Ethics, grooming and personality development, sterilzation, sanitation, first aid and bacteriology, Cosmetology Law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, skin, and disorders pertaining to the hair, scalp, and skin.

C1011 MANNEQUIM PRACTICE
Astudy of finger waving, pin curling, rollers, marcelling, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combint, hair tinting, bleaching, frosting, streaking, wig care and styling.

ADVANCED DEPARTMENT
The hours earned in the Advanced Department shall be devoted to the following study and live model performance completions. Work in this department may be done on the public. Students with less than 300 hours shall not work in this department.

C1002 SCIENTIFIC STUDY II - SECOND QUARTER
A classroom study of skin, scalp, hair, nails, and their disorders, salesmanship, permanent waving, marcelling, relaxing, hairdressing, wigs and hair coloring.

C1022 CLINICAL APPLICATION I
A study of live model performances. This course is designed to develop skills and understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, marcelling, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring and hair cutting.

C1003 SCIENTIFIC STUDY III- THIRD QUARTER
Aclassroom study of anatomy, manicuring, chemistry, cosmetics--facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene.

C1033 CLINICAL APPLICATION. II
This course fines continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics--facials, hair styling, hair coloring (rinses, etc.) and scalp treatments.

C1004 SCIENTIFIC STUDY IV - FOURTH QUARTER
A classroom study of chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, beauty salon salesmanship management, electricity, cold waving, and hair shaping.

C1044 CLINICAL APPLICATION III
A continued study of laboratory practices in chemistry sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving and hair shaping.

DRAFTING

DFT 1101 SCHEMATICS AND DIAGRAMS, MEASUREMENT, TOOLS AND ENGINES
Development of ability to read and interpret blueprints, charts, and service manuals. Information on the basic principles of lines, views, dimensions, and notes. A course designed to give the student a broad knowledge of measuring and to interpret those instruments used to measure all factors revelant to engine repairs.

DFT 1102 SCHEMATICS AND DIAGRAMS (ELECTRICAL AND FUEL SYSTEMS)
Development of ability to read and interpret blueprints, charts, and service manuals. A course designed to give the student a broader knowledge of schematics and diagrams as they relate to the automotive electrical and fuel systems.

DFT 1103 SCHEMATICS AND DIAGRAMS (CHASSIS AND BRAKES, ETC.)
Development of ability to read and interpret blueprints, charts, and service manuals. A course designed to give the student a broader knowledge of schematics and diagrams as they relate to automotive brakes, chassis, and suspension.

DFT 1104 BLUEPRINT READING: MECHANICAL
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes. Prerequisite: None.

DFT 1117 BLUEPRINT READING: WELDING
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications. Prerequisite: DFT 1104.

DFT 1118 PATTERN DEVELOPMENT AND SKETCHING
Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs, and holding devices involved in welding. Special emphasis is placed on developing pipe angle layouts by the use of patterns and templates. Prerequisite: None.

DFT 1110 BLUEPRINT READING: BUILDING TRADES
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches. Prerequisite: None.

DFT 1111 BLUEPRINT READING AND SKETCHING
Principles of interpreting blueprint and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches. Prerequisite: DFT 1110.

DFT 1113 BLUEPRINT READING: ELECTRICAL
Interpretation of schematics, diagrams, and blueprint applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to applicable codes will be a part of this course.

DFT 1145 SPECIFICATIONS AND CONTRACTS
The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties, and mutual protection. Prerequisites: DFT 1111, MAT 1112, MAT 1114.

ELECTRICITY

ELC 1101 (a) RESIDENTIAL WIRING AND MAINTENANCE
Provides introduction to electricity, its source application to our lives today. Introduction to the basic tools that are used in Wiring - Symbols and how to read them on a blueprint. Definitions in the N. E. C., the rules and regulations and basic wiring methods. (8)

ELC 1101 (b) How wiring methods are applied on the farm-Motor rules - Controls - Switches and wiring - Electric heating - Air Conditioning Motors - Light Fixtures and their installation. How to use the code index and its importance. (8)

ELC 1102 (a) Practical actual wiring methods on a mock-up building - Install Service-Recepticals - Switches and lights - Practice calculating the load of a building for lights and power - Using Code Rules and Code Index. (8)

ELC 1102 (b) Study the code as to the wiring of mobel homes - Health Care Centers - Hazardous locations - Concentrated review of the N. E. C. rules and

regulations in preparing for a final examination on Electrical Wiring and Maintenance. (7)

ELC 1113 ALTERNATING CURRENT AND DIRECT CURRENT MACHINES AND CONTROLS (9)
Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, times, or sequencing switches. Prerequisites: ELC 1112, MAT 1115.

ELC 1124 RESIDENTIAL WIRING (8)
Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switcheboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups. Prerequisites: ELC 1113, DFT 1110.

ELC 1125 COMMERCIAL AND INDUSTRIAL WIRING (9)
Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems. Prerequisites: ELN 1118, ELC 1124.

ELN 1118 INDUSTRIAL ELECTRONICS (5)
Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using diodes, and other basic applications.

ELN 1119 INDUSTRIAL ELECTRONICS (5)
Basic industrial electronics systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyratron tubes, and other basic types of systems commonly found in most industries. Prerequisites: ELN 1118.

ELECTRONIC SERVICING

ELC 1112 DIRECT AND ALTERNATING CURRENT
A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits. Prerequisites: None.

ELN 1122 VACUUM TUBES AND CIRCUITS
An introduction to vacuum tubes and their development; the theory characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes, and simple voltage amplifier circuits. Prerequisites: ELC 1112, MAT 1115.

ELN 1123 AMPLIFIER SYSTEMS
An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits will also be taught. Prerequisites: ELN 1122, MAT 1115.

ELN 1125 RADIO RECEIVER SERVICING
Principles of radio reception and practices of servicing; included as block diagrams of radio receivers, servicing techniques of AM

and FM receivers by resistance measurements, signal injection voltage analysis, oscilloscope methods of locating faulty stages and components, and the alignment of AM and FM receivers. Prerequisites: ELN 1123, ELN 1122, MAT 1116.

ELN 1126 TRANSISTOR THEORY AND CIRCUITS
Transistor theory, operation, characteristics and their application to audio and radio frequency amplifier and oscillator circuits. Prerequisite: MAT 1117, ELN 1122, ELN 1123.

ELN 1127 TELEVISION RECEIVER CIRCUITS AND SERVICING
A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of trouble-shooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Prerequisites: ELN 1126, ELN 1125.

ELN 1128 TELEVISION RECEIVER CIRCUITS AND SERVICING
A second quarter continuation of ELN 1127 with additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, trouble-shooting and repair of the color television circuits. Prerequisites: ELN 1125, ELN 1126, ELN 1127, MATH 1118.

ELN 1129 ELECTRONIC SYSTEMS
A block diagram course investigating numerous electronic systems. Modules or blocks of various circuits already studied and arranged in various manners to produce complex electronic systems. Systems will be explained and reduced to function and then to block diagrams. Prerequisites: ELN 1122, ELN 1123, ELN 1127, ELN 1128.

ELN 1130 ELECTRONIC SYSTEMS
A second quarter continuation of ELN 1129 with additional studies in AM, FM and Single Side-

band transmitters and pulse-modulated systems, computers, telementry, navigational systems, sonar and radar will be considered. Prerequisites: ELN 1129.

ELN 1220 ELECTRONIC SYSTEMS
A block diagram course investigating numerous electronic systems. Modules or blocks of various circuits already studied are arranged in various manners to produce complex electronic systems. Systems will be explained and reduced to functions and then to block diagrams. AM, FM, and Single Sideband transmitters and receivers, multiplexing, TV transmitters and receivers, pulse-modulated systems, computers, telemetry, navigational systems, sonar and radar will be considered.

ENGLISH

ENG 1101 READING IMPROVEMENT
This course is designed to improve the reading skills which are so critical in the job market. Emphasis is on word attack, word meanings, comprehension, and speed. Students study and write or fill occupational forms and papers. Prerequisite: None.

ENG 1102 COMMUNICATION SKILLS
This course is designed to promote effective communication through the practice of good language habits in speaking and writing. Prerequisite: None.

ENG 1103 REPORT WRITING
This course deals with basic principles and forms of writing that any student needs to know but with emphasis on industrial writing needs. It requires the preparation of a variety of technical writing assignments. Prerequisite: None.

LIGHT CONSTRUCTION

CAR 1101 (a) CARPENTRY
A brief history of carpenty and the present trends of the construction industry. The course will involve operation, care and safe use of carpenter's handtools and powertools in cutting, shaping, and joining construction materials used in carpentry work. Prerequisite: None

CAR 1101 (b) CARPENTRY
Major topics of study will include theoretical and practical applications involving: materials and methods of construction, building layout, preparation of site, footings, and foundation wall construction including form construction and erection. Prerequisite: CAR 1101 (a)

CAR 1102 CABINETMAKING
Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical application will include measuring, layout, and construction of: base and wall cabinets, built-in desks, door and window frames, stairs, and interior and exterior cornice, and trim. Materials and finishes also will be studied.

ELC 1123 ELECTRICAL INSTALLATION
Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups. Prerequisite: DFT 1110.

MAS 1101 (a) MASONRY
The history of the bricklaying and masonry industry, raw materials, basic manufacturing

processes and terminology. Clay and shell brick, mortar, laying foundations, cutting masonry materials, bonding, and the use, care, and maintenance of tools. Practice is given in selecting the proper mortars, layout and construction of various building elements.

MEC 1136 BUILDING MECHANICS

The building mechanics is known as a general handyman or utility repairman. He uses the tools of the serveral trades to install and adjust mechanical equipment such as air conditioning and heating, connect electrical motors and switches. He maintains floor surfaces with modern protective materials, repairs and paints woodwork, brick and plaster walls, windows, doors and maintains locks, plumbing, and other hardware.

PAD 1124 PAINTING AND FINISHING

Instruction is given in preparing interior surfaces and exterior areas for painting and finishing. Training is given in the operation of sanding and spray equipment as well as the application of stains, fillers, putties, and paint by hand. Instruction is offered in protecting property, erection of scaffolds, application of various types of materials, plus the evaluation of quality of finishes.

PLU 1115 PLUMBING INSTALLATIONS

The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerably time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage, and circulation of hot water will be studied. The student will receive practice in installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installation.

MEC 1113 SHOP PROCESSES
Study of practices used in metalworking shops; introduction to how materials can be utilized and to the processes of shaping, forming, and fabricating of metals. Demonstration of the metal-working lathes, grinders, drills, milling machines, shapers, planners, saws, broachers, gear-cutting machines, and finishing machines. A study of the capabilities of these machines.

MATHEMATICS

MAT 1101 (a) FUNDAMENTALS OF MATH
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion as applied to the building trades.

MAT 1101 (b) FUNDAMENTALS OF MATH
Plane and solid geometric figures using industrial applications; measurement of surfaces and volumes. Introduction to algebra using formulas applicable to the building trades. Practice in depth using related problems. Prerequisite: MAT 1101 (a).

MAT 1101 FUNDAMENTALS OF MATHEMATICS
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio, and proportion. Plane and solid geometric figures used industry; measurement of surfaces and volumes. Introduction to algebra used in trades.

MAT 1102 ALGEBRA
Basic concepts and operations of algebra: historical background to our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping,

factoring ratio and proportions, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation. Prerequisite: None.

MAT 1103 GEOMETRY
Fundamental properties and definitions: plane and solid geometric figures, selected general theorems, geometric construction of lines, angles, and plane figures. Dihedral angles, angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.

MAT 1114 ESTIMATING II
This is a practical mathematics course in estimating costs from prints and specifications especially for the electrical and plumbing installations. Other problems are selected to insure the mastery of the basic principles of mathematics essential to the electrical and plumbing trades. Prerequisite: MAT 1101 (a), MAT 1101 (b).

MAT 1115 ELECTRICAL MATHEMATICS
An introductory algebra course with trigonometry and vectors needed in alternating current; algebraic operations of addition, subtraction, multiplication, and division; use of letters and signs, grouping, factoring; exponents, ratios, and proportions; algebraic and graphing solutions of first-degree equations, introduction to trigonometric functions, their graphs and applications to right triangles. Addition, subtraction, and resolution of vector quantities. Prerequisite: None

MAT 1116 ELECTRICAL MATHEMATICS
A working knowledge of the power of 10, Ohm's Law for series and parallel circuits, quadratic equations, Kirchoff's Law, trigonometric functions, plane vectors, alternating current, vector algebra, and logarithms.

MAT 1117 CONTINUATION OF 1116 THROUGH CALCULUS.

MAT 1118 CONTINUATION OF 1117 THROUGH CALCULUS.

MECHANICS

MEC 1101 MACHINE SHOP THEORY AND PRACTICE I
An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identifications, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice. Prerequisite: None.

MEC 1102 MACHINE SHOP THEORY AND PRACTICE II
Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on the cylindrical grinder and will select projects encompassing all the operations, tools, and procedures thus far used and those to be stressed through the course. Prerequisite: MEC 1101.

MEC 1112 MACHINE SHOP PROCESSES
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operations; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

MEC 1113 SHOP PROCESSES
Study of practices used in metalworking shops; introduction to how materials can be utilized, and to the processes of shaping, forming and fabricating of metals. Demonstration of the metalworking lathes, grinders, drills, milling machines, shapers, planers, saws, broachers, gear-cutting machines and finishing machines. A study of the capabilities of these machines.

MEC 1115 TREATMENT OF FERROUS METALS

Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steel, classification of steels, and cast iron will be topics for study.

MEC 1133 ELECTRICAL AND MECHANICAL MAINTENANCE

To acquaint the student with the basic fundamentals of installation, maintenance, and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic, and libri-cation devices are installed and maintained. Methods of rigging and machine installation including location, leveling, and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness, and correct center line distances is stressed for pre-start inspection. Prerequisites: MEC 1101, MEC 1102, DFT 1104, DFT 1113. Corequisite: ELC 112.

MEC 1140 HYDRAULICS - FUNDAMENTALS

This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. Course covers such topics as the use of standard hydraulic symbols, pumps, control valves, control assemblies, actuators, and baseic maintenance procedures. Prerequisite: None.

MEC 1124 STRUCTURE OF METALS

Elementary and practical approach to metals, their structure, markings, classifications, and uses. Interpretation of properties and specifications of steels by use of manuals, catalogs, charts, etc.

PHYSICS

PHY 1101 APPLIED SCIENCE (PHYSICAL SCIENCE - PHYSICS)
Comprehensive review covering several of the basic principles of Physics. The dividsions included are general laboratory procedures, properties and relationships of matter and energy, systems of measurement, force and motion, friction, and power transmission; heat, electricity, wave motion and electronicmagnetic waves. Prerequisite: None.

PHY 1102 APPLIED SCIENCE (PHYSICAL SCIENCE - CHEMISTRY)
Comprehensive review covering several of the basic principles of chemistry. The divisions included are general laboratory procedures, mass and energy interconversion, the atomic nucleus, the periodic table, inorganic substances, organic substances and the earth's composition.

AUTO MECHANICS

PME 1101 INTERNAL COMBUSTION ENGINE
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engien performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

PME 1102 ENGINE ELECTRICAL AND FUEL SYSTEMS
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories, and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.

PME 1103 AUTOMOTIVE AIR CONDITIONING
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Prerequisite: PHY 1102.

PME 1121 BRAKING SYSTEMS
A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustments and repair. Prerequisite: PHY 1102.

PME 1122 EMISSION CONTROL SYSTEMS
A comprehensive study of various systems which are being used on modern transportation vehicles. This study gives principles and functions for testing and adjusting all systems incorporated which make up the controlling devices which bring emissions to Federal standards.

PME 1123 AUTOMOTIVE CHASSIS AND SUSPENSION SYSTEMS
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end and alignment. Prerequisite: PME 1102.

PME 1124 AUTOMOTIVE POWER TRAIN SYSTEMS
Principles and functions of automotive power train systems: Clutches, transmission gears, torque converters, driver shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair. Prerequisite: PHY 1102, AUT 1123.

PME 1125 AUTOMOTIVE SERVICING
Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile.

Troubleshooting of sutomotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing.

PME 12 AUTO ELECT-ELECTRONICS
Thorough study of theory and operation of individual automotive electrical units. Analysis and repair of all automotive electrical components To supplement the engine electrical course for first-year students and help them develop a knowledge of transistor circuits and their application to conventional electrical components and circuitry.

PME 1203 ADVANCED AUTO-TUNE UP
Study of operation of various tune-up equipment. Shop practice in use of tune-up equipment on live projects. This practical course should help the student wo increase his work experience with the more technical aspects of engine tune-ups and should develop his knowledge of the waveforms of the oscilloscope and other test units on the Tune-up Tester. The student should be able to put to practical use, the basic theory of electricity, storage batteries, ignition systems, cranking motors, charging circuits, and engine principles which he has already learned.

PME 1214 ADVANCED AIR CONDITIONING
A thorough study of the theory and operation of the systems which are used today in automobiles and light trucks. A detail analysis and study of all components, various operations and controls. Also, complete service procedures on components, refrigeration cycle and compressors, thus providing a full range of experiences in testing, adjusting, repairing and replacing units. Prerequisite: PME 1103.

PME 1221 ADVANCED FRONT SUSPENSION AND POWER STEERING
A study of the various types of automotive frames (car and truck), theory of weight districtuion, and front suspension parts

mounting. Theory of operation, correct dissembly and assembly of all front suspension parts. Designed to give a thorough understanding of steering gears (power and standard), shock absorbers, springs, wheels, tires, power steering, pumps, rams, etc. Theory of steering geometry as related to the construction to various automotive front ends. Theory of balancing and the correct use of various types of balancing machines. A study of and practice in the use of alignment specification charts and machines. Analysis and correction of tire wearing problems, vibrations, hard steering, ducking, pulling, etc. Shop practice in diagnosis and corrction of problems.

PME 1124 ADVANCED AUTOMATIC TRANSMISSION

In order to round out the Automotive Curriculum, a special course is incorporated here to give greater depth in the understanding of Automative field, a whole new area of service and repair has been opened up tothe Auto Mechanics. This course acquaints the student with the basic principles of all automatic transmissions with detailed analysis of the components, fluid couplings, and torque converter. Theory of hydraulic pressures coupled with gear trains, with emphasis on identification of troubles which develop in these components and the correct servicing and repair.

PME 1225 POWER PLANT TROUBLESHOOTING

A practical study of troubles which often develop in modern power plants. This study provides for a wide range of experiences in a shop situation as well as meaningful discussion involving as much technical data as can be practically applied.

PME 1226 ADVANCED AUTO SERVICING OR ELECTIVE
Emphasis on troubleshooting and repairing the various component systems of the automobile, providing an extra range (beyond that of PME 1125) of testing, adjusting, repairing, and replacing experiences.

PRACTICAL NURSE EDUCATION

PNE 1101 (a) FUNDAMENTALS OF PRACTICAL NURSING
Interpretation of the role of the practical nurse student and basic knowledge to be used in performing nursing. Philosophy and objective of practical nursing in the Technical Institute setting. Using adequate study methods and materials. Principles basic to nursing practice. Body mechanics for nurse and patient. Sterilization techniques and disinfection methods. Principles of medical and surgical asepsis. Use of hospital equipment. Techniques in daily hygienic patient care. Spoken and written communications for nurses. Laboratory practice in simple skills and hygienic care of patients.

PNE 1101 (b) PERSONAL AND VOCATIONAL ADJUSTMENTS
Beginning knowledge of interpersonal relationships in nursing. Nursing ethics, legal aspects of practical nursing. Organizations for the graduate practical nurse. Nursing histoty. The nursing team.

PNE 1102 NUTRITION AND DIET THERAPY
Designed to give knowledge of the basic principles of nutrition for nurses and patient. Functions and sources of nutrients. The mechanics of digestion, absorption, and metabolism of nutrients. Principles of meal planning. Nutritional requirements for all age groups modified by religious, cultural, social, psychological aspects. Diet modification according to disease or disorder.

PNE 1103 ANATOMY AND PHYSIOLOGY
A thorough study of the general plan of the body and the nine systems: nervous, endocrine, skeletal, muscular, circulatory, digestive, respiratory, urinary, male and female reproductive system. Designed for understanding of how the body controls its functions, how the body stands erect and moves, how the body distributes food and oxygen and removes waste, how the body provides for survival.

PNE 1104 INTRODUCTION TO PEDIATRICS
Designed to show the patient as a member of a family whose life is altered in illness. Normal child development from birth to old age. Fears, hospitalization of the young child, school age adolescent. Community resources affecting the family. Leisure time and diversions for the adult and child. Physical changes with age. Mental and personality changes of the elderly. Community responsibilities and resources for young and old.

PNE 1106 MEDICAL-SURGICAL NURSING I
Planned to give beginning understanding of the nursing care of common problems caused by illness. Emotional reactions caused by illness and hospitalization. Nurse-patient relationships. Fundamental processes of illness and nursing care. Physiology, reactions and nursing care of pain, diagnostic tests. The nursing needs of the cancer patient. Anesthetic agents and the uses for them. Preoperative and postoperative nursing care. Rehabilitation. Modification of diet for disease conditions.

PNE 1107 MATERNITY NURSING
Presentation of modern aspects of maternity nursing with emphasis on normal obstetrics. Detailed presentation of material on nursing care during antepartum, labor, and postpartum periods. Care of the newborn baby

methods of teaching new mothers. Emphasis is to provide better and safer care for expectant mother and her baby.

PNE 1105 PHARMACOLOGY I
Foundation of basic mathematics including decimals, percentages, fractions, and ratios.

PNE 1108 NURSING OF CHILDREN
Understanding of the scope and aims of modern nursing of children. Physical differences in the child from the adult. Methods of answering the needs of the hospitalized child and his parents. Common disorders of children and their implications for nursing care. Prerequisite: PNE 1104.

PNE 1109 PHARMACOLOGY II
Development of the skill of giving oral medications. Knowledge of drug sources, methods of preparation, and storage. The classification of drugs by use and by drug content. Conversion between the Apothecary and Metric System. Prerequisite: PNE 1105.

PNE 1110 CLINICAL EXPERIENCE
Beginning experience in a general hospital under supervision of clinical teachers. Opportunities for practicing skills learned in laboratory practice. Emphasis on basic hygienic care for ambulatory and bed patients. Practice in charting nurses' notes and making observations with the use of testing materials and instruments. Beginning opportunities to develop concepts needed for caring for patients as a part of a nursing team. Prerequisite: PNE 1101 (a), PNE 1101 (b).

PNE 1111 MEDICAL-SURGICAL NURSING II
Designed to develop knowledge of common disorders of body systems, the nursing care, socio-psychological implications. Includes disorders of the cardiovascular, Gastro-Intestinal, Respiratory, and Integumentary systems. Disorders of eye, ear, nose, and throat. Prerequisite: PNE 1106.

PNE 1112 PHARMACOLOGY III

Development of a thorough knowledge of the equipment and sterile techniques used in preparing and giving injections. Administration of drugs by inhalation, topical application. Insulin therapy. Home drug preparation and storage. Further study in the classification of drugs by use and drug content. Prerequisite: PNE 1105, PNE 1109.

PNE 1116 CLINICAL EXPERIENCE

Further experience in the practice of nursing skills. Continued experiences in the basic areas of medical-surgical nursing, pediatric nursing or obstetrical nursing. Experience in giving oral and topical medications under the direction of clinical teacher. Emphasis on observation of signs and symptoms and taking part in making nursing judgments in team conference. Isolation techniques and practice, oxygen therapy.

PNE 1115 PHARMACOLOGY IV

Further study in the classification of drugs by use and drug content. Prerequisite: PNE 1105, PNE 1109, PNE 1112.

PNE 1114 MEDICAL-SURGICAL NURSING III

Continuation of the study of disorders of the body systems. Includes Musculo-Skeletal, Endocrine, and Nervous Systems, Urological disorders, nursing care, and first aid. Prerequisite: PNE 1106, PNE 1111.

PNE 1113 CLINICAL EXPERIENCES

Student learns her role as an assistant to the professional nurse in caring for the more seriously ill patient. Continued experience in the basic areas of medical-surgical nursing, pediatric nursing or

obstetrical nursing under supervision of clinical teachers. Practice in giving injections under the direct supervision of a clinical teacher. Experience in more complicated nursing treatments. Organization for patient care for large groups of patients.

PSYCHOLOGY

PSY 1101 HUMAN RELATIONS
This course is designed to prepare the student to handle human relationships effectively on the job and thus meet management's expectations of individual and group productivity.

WELDING

WLD 1122 COMMERICAL AND INDUSTRIAL PRACTICES
Designed to build skills through practices in simulated industrial processes and techniques; sketching and layout on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and non-destructive tests and inspection. Prerequisites: WLD 1141, WLD 1142.

WLD 1123 INERT GAS WELDING
Introduction and practical operations in the use of iner-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and application, manual and automatic welding. Prerequisites: WLD 1141, WLD 1142.

WLD 1124 PIPE WELDING
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to sections VIII and IX of the ASME code. Prerequisites: WLD 1141, WLD 1142.

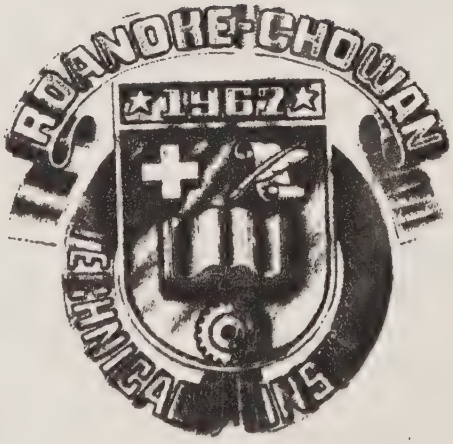
WLD 1125 CERTIFICATION PRACTICES
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensil strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds. Prerequisite: WLD 1141, WLD 1141.

WLD 1126 CONTINUATION OF WLD 1125.

WLD 1141 BEGINNING WELDING
Introduction to the history of oxyacetylene cutting and welding, the principles of cutting and welding, the nomenclature of the equipment, assembly of the unit, preparation of metals, types of joints, welding procedures and testing of the weld. Welding procedures such as practice of pudding and carrying the puddle, running flat beads, but welding in the flat, vertical and overhead positions, and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction.

WLD 1142 INTERMEDIATE WELDING
The operation of various AC transformers and AC-DC rectifiers and DC motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course.

ADULT EDUCATION AND EXTENSION



SPECIAL PROGRAMS

ADULT BASIC EDUCATION

Adult Basic Education is a program with one major purpose -- to assist adults who wish to improve their skills in oral and wirtten communication, arithmetic, basic science, and social studies. Classes meet two nights weekly in the local communities where there is a sufficient number of interest adults.

No registration fee is required and materials are provided by the institute. All materials used have been expecially prepared with emphasis on individual needs and interests.

Classes are organized in the following levels:

LEVEL I - Grades 1-4

The basic fundamentals of reading, writing, and arithmetic are stressed in Level I. The course is designed to bring adults to a functional level whereby individual study is possible. Some basic science and social studies are introduced at this level.

LEVEL II - Grades 5-8'

Additional development of the fundamental skills is stressed. The student learns to work individually and independently. Science and social studeis are included in the curriculum at this level. Each student is encouraged to master the fundamental skills. With the completion of Level II the adult should be equipped to go into the high school program.

HIGH SCHOOL EQUIVALENCY

The High School Equivalency courses are being offered through the Continuing Education Department. There will be a $2.00 registration fee for each course taught with the exception of training for volunteer firemen, police personnel, and prison inmates.

The Adult High School courses are designed for adults. These courses are available for those who are interested in receiving their High School Equivalency Certificate. The students are placed in the learing environment according to the results of preliminary testing. When scores indicate that the required achievement level has been attained, students are then eligible to receive the High School Equivalency Certificate. These courses are available in Northampton, Bertie, Hertford and Gates Counties.

ACADEMIC, TECHNICAL, VOCATIONAL, AND RECREATIONAL COURSES CONTINUING EDUCATION DIVISION

The academic, technical, vocational, and recreational courses offered by the institute enables the adult to further develop an area of his interests.

Any adult, 18 years of age or older who is not enrolled in Public School is eligible to enroll.

There will be a $2.00 registration fee for each extension course with the exception of training for Volunteer Firemen and Police Departments.

Courses offered vary each quarter according to interest and demand. The courses listed are some that have been taught in the past and some we plan to offer in the immediate future. Others may be offered upon request.

Decoupage
Pocketbook Making
Choral Music
Crocheting
Crewel Embroidery
Powder Puff Mechanics
Millinery
Tailoring
Drapery Making
Bedspread Making
Rug Making
Driver Education
Brickmasonry
Auto Electrical System and Tune-Up
Speed Reading
Carpentry
Upholstery
Flower Arranging
Interior Decorating
Knitting
Cabinet Making
Pilot's Ground Course
Air Conditioning
Electric Motor Repair
Income Tax Reporting
Refinishing
Ceramics
Home Sewing

TRAINING SERVICES TO BUSINESS AND INDUSTRY

The vocational Extension classes conducted by Roanoke-Chowan Technical Institute are developed to fit the needs of industry and business and to provide training desired by employed individual of the area. Because of the flexibility of these programs, courses are tailored to specific group needs.

New programs are initiated as the need is indicated by surveys, interviews and upon request. Some examples of courses offered are:

Blueprint Reading
Mathematics for Machinists
Automotive Electrical Systems
Basic Electricity
Residential Writing

Industry is invited to make their needs known to the Director of the Continuing Education Division.

FIRE SERVICE TRAINING

In order to maintain a good fire fighting department, we must have continuous up-grading of fire fighting personnel. Courses to train fire service personnel in the latest techniques and methods of fire fighting are provided through the Continuing Education Division of the Institute. The Fire Service Training program provides training sessions in local fire departments. This allows the men to be trained as an organized group utilizing equipment that would ordinarily be used in controlling fires.

Fire Service classes include the following areas of study:

Forcible Entry
Rope Practices
Portable Fire Extinguishers
Ladder Practices
Salvage and Overhaul Practices
Fire Stream Practices
Fire Apparatus Practices
Ventilation
Rescue Practices
Protective Breathing Equipment
Firefighting Procedures

HOSPITALITY AND TOURISM EDUCATION

The Hospitality Industry is the third largest industry in North Carolina and affords many opportunities to the people of this state. Hospitality training programs are available through the institute. Training is provided for personnel in the motel, restaurant, service station, hospital, and retail businesses. Some of the subject areas covered are:

Human Relations
Communication
Sales Promotion
Hotel-Motel Law
Economics
Food and Beverage Management and Service
Purchasing
Attendant Training
Food and Beverage Controls
Supervisory Housekeeping
Maintenance and Engineering
Accounting
Front Office Procedure
Housekeeping Training
Waiter-Waitress Training
Service Station

MANAGEMENT DEVELOPMENT TRAINING

The Management Development program has been designed to provide instruction for supervisors at various levels of management to prepare them for advancement.

Classes available to supervisory personnel are:

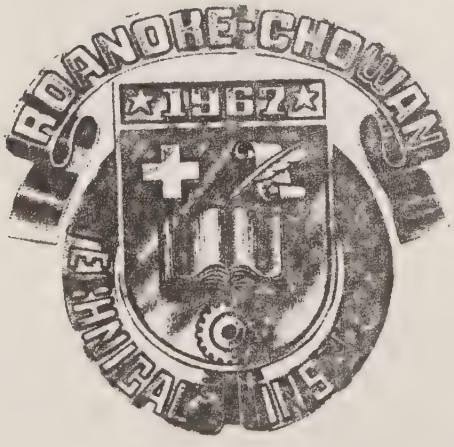
Principles of Supervision
Job Relations Training
Science of Human Relations
Art of Motivating People
Economics in Business and Industry
Effective Communicatinns
Effective Writing
Effective Speaking
Speed Reading
Work Measurement
Job Methods
Conference Leadership Training
Instructor Training
Creative Thinking

Industrial Safety and Accident Prevention
Industrial First Aid
The Supervisor in North Carolina
Job Analysis Training
Management Primer
Cost Accounting for Supervisors
Supervision in Hospitals

NEW INDUSTRY TRAINING

The creation of more jobs and better paying jobs in North Carolina by promoting the expansion of existing industries and by attracting new industries to the state was a major consideration in the original establishment of the industrial eudcation centers. The Department of Community Colleges, working with the local institution will develop and fund legitimate training programs, tailormade for each industry, to meet the immediate trained manpower needs when the plant, new or expanded, is ready to go into production. In the process of doing this, we will help the plant management develop a long-range training program of its own to meet those replacement and retraining needs that industry should and can be prepared to do for itself.

LEARNING
RESOURCES CENTER



LEARNING RESOURCES CENTER

The Instructional Resources Center is the area where materials and related equipment supportive of the institute's total educational program are housed and made available to students, to faculty members, and to the community.

The aim of the Resources Program, the nature of the student body, and the needs of the community, require that media be carefully selected, abundantly supplied, and continuously evaluated. Media is an all encompassing term and includes all types of printed and non-printed materials with related equipment.

LEARNING LABORATORY

The Learning Laboratory has a five-fold purpose. Its primary function is to prepare students for high school certificates. Its secondary function is to prepare high school graduates for entrance into institutes of higher learning. The third function is to offer occupational improvement. The fourth function is to offer curricula courses for credit in diploma or degree programs, and its fifth function is to offer remedial type programs to those students having a need for remedial work to prepare them to enter curricula programs. Placement testing for curriculum students and GED examinations for high school equivalency students are administered in the Learning Laboratory.

LIBRARY

The library is designed to help each student meet his vocational and technical goal. The library's goal of encouraging and enabling each student to think critically, reflectively, analytically, and creatively requires that each student receive individual guidance and practice in each of these areas of thinking. The goal also requires that substance for thinking be provided; therefore, the library contains a well-rounded collection of books, pamphlets, periodicals, films, filmstrips, recordings, and transparencies.

Present library holdings include over 5,435 volumes in general, technical and vocational fields. The library subscribes to 112 periodicals, three daily newspapers, the local newspaper, and three weekly newspapers. The open-shelf system enables students to browse freely and encourages reading and studying.

The library orientation period enables each student to become familiar with the use of library materials and the library regulations.

LIBRARY TUTORIAL PROGRAM

Roanoke-Chowan Technical Institute believes in the education of all its students, from the student who requires more time to accomplish his goal to the student who is academically gifted. The tutorial program uses a multi-media approach to reinforcing the student's knowledge gained through classroom experiences. Any student who desires to be tutored is eligible to participate in the program.

AUDIO VISUAL

The Instructional Resources Center houses globes, maps, filmstrips, films, tapes, recordings, slides, transparencies, and other forms of communication. It also houses and distributes the equipment necessary for the use of these materials. Movie projectors, filmstrip projectors, opaque and overhead projectors, record players, tape recorders, and other audio visual equipment are provided and scheduled by the Center.

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